

Coordinator

1. The Coordinator will establish a home office and a bank account with the “Western Education Program-Jamaica.”
2. Arrange all housing and surface transportation needs for the visiting instructors from the University. Deliver approved per diem allowances to each instructors and be available either in person or via telephone contact to assist visiting instructors Per Diem may be delivered by the regional recruiter.
3. Arrange appropriate instructional sites to conduct classes by the method outlined above. In addition, arrange appropriate venues for WCU graduation activities, as well as related needs (speakers, printing, cell phone, hotel accommodations and surface travel) for said commencement exercises in cooperation with Educational Outreach.
4. Act as a resource for faculty members and administrators during time prior to and during onsite instruction or events.
5. Arrange with the United States Embassy for the appropriate interviews and visa documentation for all students scheduled to attend campus as part of the program.
6. Oversee registration and collection of funds for any campus visits by students in the program.
7. Students are notified of the University complaint process during orientation to the program. Students are also made aware informal process for complaints as the custom in their culture. The on-site coordinator should notify Western Carolina University of any student complaints or concerns and refer students to Educational Outreach with any complaints or concerns which are not resolved to the students’ satisfaction by the Coordinator.
8. Western Carolina University will meet with The Coordinator and Recruiters annually to discuss programming, University Council of Jamaica policies and processes, the political climate for education and to review the performance of the duties stated in this agreement. The University may also discuss any performance issues the individuals at any time.
9. The Coordinator will act as a liaison to the University Council of Jamaica and the Jamaican Ministry of Education and keep abreast of changes affecting programs.
10. Act as a resource to the regional recruiter.

To inquire about the Jamaica Program Coordinator and Jamaica Program Recruiter positions, please complete the form using the link below:

https://wcu.az1.qualtrics.com/jfe/form/SV_0962Qlbb1ZBScMI

In turn for the duties outlined herein, and any other similar duties required for the programs' success, The Coordinator is to receive the sum of \$ 20.00 U.S. per student, per class. The Coordinator will supply his own vehicle for travel throughout Jamaica with reference to students' registration and fee collection. When air travel may be required, The Coordinator will submit receipts for travel reimbursement.

Recruiter

- a. Recruitment of teachers to the undergraduate and graduate programs to include
 - i. Visits or other communications to teachers about the program
 - ii. Advising Educational Outreach about various methods of recruitment (print, electronic, exhibits)
 - iii. Assist individuals in the application process particularly in securing transcripts.
 - iv. Promptly submit completed applications to Educational Outreach.
- b. Prepare a class list of all students who have been approved for admission by WCU University, and collect all fees accordingly. Submit the fees to the Coordinator
- c. Meet with students and faculty the first day of class for each class.
- d. Participate in Orientation for new students
- e. Act as a resource for faculty members and administrators during time prior to and during onsite instruction or events.
- f. Communicate frequently with the Coordinator.
- g. The recruiter will be compensated at \$15.00 per student registered and making payment for each class. The recruiter may receive additional compensation of \$5.00 per student for all classes where the total number of students submitting payment is greater than 25.

To inquire about the Jamaica Program Coordinator and Jamaica Program Recruiter positions, please complete the form using the link below:

https://wcu.az1.qualtrics.com/jfe/form/SV_0962Qlbb1ZBScMI