

International Student Advisor

Job Code: 7539

Salary Grade: S07

FLSA Status: Exempt

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Duties and Responsibilities

Advise international students on matters including, yet not limited to, immigration. Works closely with academic departments to support international students. Ensures university's compliance with federal regulations and keep detailed records of all processes. Works as a highly functioning, collaborative member of the Student Advising team, as well as the International Student Services (ISS) as a whole.

- Serves as Department of Homeland Security (DHS) Designated School Official (DSO) and Alternate responsible Officer ARO) for routine SEVIS records maintenance and record updates to ensure federal compliance for both the university and student population.
- Advises and assists prospective and admitted international students on pre-arrival immigration-related issues. Advises international students on complex U.S. DHS and U.S. Department of State regulations.
- Counsels and assists international students on matters related to university life and the U.S. study experience, including finances, transportation, employment, health insurance, adjustment to the campus, and maintenance of student status.
- Processes immigration documents and immigration applications for international students. Communicates with federal agencies regarding immigration benefits for international students.
- Serves as a resource to academic departments to support international students admitted and enrolled in their degree programs. Serves as liaison to select university offices and departments to inform on and advocate for the needs of international students.
- Actively participates in the development and growth of team expertise in the laws and regulations governing international students and in informing university administrators about university policies and procedures that ensure ongoing compliance.
- Works closely with ISS leadership, as needed, to ensure proper understanding and application of immigration regulations and university policies, taking appropriate initiative and exercising discretion within the scope of assigned duties.
- Provides support to overall functions of office where needed; actively support the critical priorities of ISS and the College of International Studies; serve on internal committees and participate in work groups to support the mission of the unit.
- Performs various duties as needed to successfully fulfill the function of the position.

Minimum Qualifications

Education:

Required: Bachelor's degree.

Equivalency/Substitution: Will accept 48 months of relevant experience in lieu of a Bachelor's degree for a total of 72 months of experience. Will also accept a Master's degree and no experience.

Experience:

Required: 24 months of of related international experience.

Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Effective problem-solving skills and demonstrated ability to take initiative
- Ability to work independently and as a team member
- Evidence of strong organizational skills and the ability to effectively prioritize and manage multiple tasks in a fast-paced, high-volume, environment
- Possess excellent written communication skills with attention to detail
- Commitment to high quality and efficient customer service
- Ability to be professional, diplomatic, composed, and proactive in varied interactions
- Excellent cross-cultural communication skills with documented experience in public speaking and delivering presentations

Working Conditions

Physical:

Ability to engage in repetitive motion and communicate effectively.



JOB DESCRIPTION

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Environmental:

Standard Office Environment. Frequent exposure to pressure caused by deadlines and busy periods. Ability to work effectively with a wide range of constituencies. Requires contact with other departments and university officials. Due to federal database access requirements, only U.S. Citizens and Permanent Residents may apply for this position.

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