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| **Job Title: International Student Advisor DSO/ARO** | **FLSA Classification:** *(FLSA Federal Law GUIDELINES)*  xExempt ☐Nonexempt |
| **Reports to: Kathy Jackson** | **Location: Moody 102** |
| **Department: International Student Services Office** | **Division:** |
| **Employment Category:**  xFull-Time ☐ Part-Time | **Paygrade:** *(EEO & Equal Pay Act of 1963 Guidelines* |

**PRIMARY PURPOSE OF POSITION**

The International Student Services (ISS) supports and advocates for international student visa holders on campus. Reporting to the Director, International Student Services, the International Student Advisor DSO/ARO provides student visa advice, guidance, and mentoring to international degree seekers and exchange students. The advisor performs a wide-range of duties to meet the needs of international students on maintaining lawful status and works collaboratively with all members of the college and the community to support international students. This role will assist with institutional SEVIS reporting requirements as well as develop online resources, workshops, and special events for the international office.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Serves as authorized Designated School Official (DSO) for the F-1 visa program and Alternate Reporting Officer (ARO) for the J-1 student visa holders.

* Acts as school liaison to state and federal agencies, in relation to F-1/J-1 regulation, such as DHS, Department of State, USCIS, SEVP, etc.
* Provides SEVIS and functional support for international students including but not limited to SEVIS record maintenance and ISSM immigration related transactions
* Works closely with admissions and designated offices/departments to create a seamless transition and polished communication pipeline for the matriculation of admitted students.
* Reviews and determines I-20/DS2019 eligibility of prospective students and manages document issuance to attain F/J status
* Maintains updates to the ISS webpage, forms, task center and other informational sources
* Manages multiple projects in a fast-paced work environment, requiring great attention to detail
* Provides the ISS office with front-line support, granting documents, setting up appointments, evaluating and referring email/phone traffic daily to support student requests
* With the ISS team, plans and delivers International Landing Day
* With oversight, prepares internal and external reports/contracts related to the international population
* Engages in professional development and stay abreast of current issues in international student

Services

* Manages multiple projects in a fast-paced work environment, requiring great attention to detail

Other duties as assigned in keeping with growth of global initiatives

**QUALIFICATIONS**

Required:

* Bachelor’s degree required. Master’s degree preferred.
* Minimum 3 years of employment with direct student service to international students (i.e. academic advising, exchange advising, student visa advising, and at-risk student support)
* Intermediate experience advising international students as a DSO/ARO (2-5 years)
* Demonstrates intermediate knowledge of federal regulations affecting international students in various visa classifications, including SEVIS reporting
* Demonstrates knowledge of intercultural counseling and university student advisement applicable to non-immigrant students
* Strong analytic, verbal and writing skills necessary for understanding, explaining, and ensuring compliance with complex government and university regulations and procedures
* Believes in and expresses a caring and supporting student support service attitude
* Demonstrates ability to relate effectively with government officials, sponsors, faculty, staff, students and colleagues.
* Ability to work independently and collaboratively
* Strong computer skills and interested in developing skills in smartsheet, SEVIS integration, Canvas, Banner, ISSM (or other SEVIS integration program) etc.
* Ability to maintain a professional demeanor and composure, amidst challenging interpersonal interactions.
* Ability to work occasional evening and weekend hours

**WORKING CONDITIONS**

If the job requires a person to work in special working conditions this should be stated in the job description. Special working conditions cover a range of circumstances from regular evening and weekend work, shift work, working outdoors, working with challenging clients, and so forth. (ADA, OSH Act, and Occupational Safety and Health Administration Standards

**PHYSICAL REQUIREMENTS**

If the job is physically demanding, this should be stated in the job description. A physically demanding job is one where the incumbent is required to stand for extended periods of time, lift heavy objects on a regular basis, do repetitive tasks with few breaks, and so forth.

(ADA Guidelines)

(Use these as a staple and arrange in accordance to the positions physical demands)

The expectations listed below are representative of the abilities that may be needed to fulfill the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical strength/endurance to enable him/her to perform/participate in the following activities:

* Physically able to lift various materials up to 25 pounds on an occasional basis.
* While performing required job tasks, physically able to bend, crouch and reach continuously.
* While performing required job tasks, physically able to remain seated, frequently to continuously.
* While performing required job tasks, physically able to remain standing up to 15% of the time.
* Possesses dexterity abilities required to operate a computer and other office equipment to perform related job responsibilities.

*This document describes the general purpose, duties and essential functions associated with this job and is not an exhaustive list of all duties that may be assigned or skills that may be required.*

*I have read and understand my job description and acknowledge that management reserves the right to change or reassign job duties or combine jobs at any time.*

Employee (Print Name): Date:

Employee (Signature): Date:

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|  | HR OFFICE USE ONLY: | |
| **Approved by:** | | *Signature of the person with the authority to approve the job*  *description* |
| **Printed Name of**  **Approver:** | | *Printed name of the person with the authority to approve the job*  *description.* |
| **Date**  **approved:** | | *Date upon which the job description was approved* |
| **Reviewed:** | | *Date when the job description was last reviewed* |