



Human Resources

Job Title: <i>The formal title of the position</i> International Student Advisor DSO/ARO	FLSA Classification: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt
Reports to: <i>Title of the position that the job incumbent reports to</i> Director of International Student Services	Location: Moody Hall
Department: International Student Services	Division: Academic Affairs
Employment Category: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	Paygrade:

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 IT to maintain/update the SEVIS integration application. ISS uses Information System Security Manager (ISSM) as the primary working system and database for the international office.
- Works closely with campus partners to create a seamless transition and polished communication pipeline for the matriculation of admitted F/J students.
- Reviews and determines DS-2019 eligibility of prospective exchange students and manages document issuance.
- With Study Abroad collaboration, maintains communication with partners and manages processes for inbound exchange students
- 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 oversight, prepares internal and external reports/contracts related to the international population
- With interoffice collaboration, contributes in the planning of events and programs to advance acclimation and adjustment of exchange and international degree seekers.
- With Director oversight, Instruct a one credit hour International seminar for F-1 students each academic semester (e.g., immigration regulations, academic and social adjustment)
- Engages in professional development and stay abreast of current issues in international student services
- 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

- Other duties as assigned in keeping with growth of global initiatives

QUALIFICATIONS

- Bachelor's degree required, masters 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
- Previous teaching or instructional experience preferred
- Demonstrates knowledge of intercultural counseling and university student advisement applicable to non-immigrant students
- Displays strong analytic, verbal and written 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.

SUPERVISORY RESPONSIBILITIES

List by job title any other positions to be supervised by this position.

EXPECTATIONS

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: _____

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