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| **Job Title:**  International Student Experience Coordinator for Global Engagement | **FLSA Classification:**   * Exempt ☐Nonexempt |
| **Reports to:**   |  | | --- | | Director of International Student Services | | **Location:** Austin, Texas |
| **Department:** International Student Services | **Division:** Student Success Center - Academic Affairs |
| **Employment Category:**   * Full-Time ☐ Part-Time | **Paygrade:** 414 |

**PRIMARY PURPOSE OF POSITION**

St. Edward’s University of Austin, Texas invites applications for the position of International Student Experience Coordinator for Global Engagement. This position supports and advocates for international student visa holders on campus. Reporting to the Director, International Student Services (ISS), the International Student Experience Coordinator for Global Engagement aids international students in their transition to campus and involves efforts focused on campus programming, immigration compliance, reporting, and collaborating with campus partners. This position will also support the University Strategic Plan through collaboration with campus partners to develop a vibrant campus with an emphasis on the globalization by providing international programming and immigration related education through workshops, campus events, classroom presentations, and instructional guides. This is a full-time, live-on, twelve-month position reporting to the Director for International Student Services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

* 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
* Supports the ISS office in a comprehensive service model for student visa holders
* Works closely with IT to maintain/update the SEVIS integration application.
* Facilitate workshops, trainings, programming and communication pipelines that encourage international student engagement and immigration compliance.
* With Director oversight, instruct a one credit hour International seminar for first year F-1 students each academic semester (e.g., immigration regulations, academic and social adjustment)
* Oversees communication pipelines for international students on issues pertaining to arrival, compliance and expectations
* Manages special international cohorts and maintains relationships with international partners
* Assist the Director by identifying, proposing, and implementing continued improvements to current procedures and operations
* Collaborate with Director to create, plan, and execute international trainings for campus stakeholders
* Facilitate a minimum of four campus events for the on-campus international student population during the academic year
* Serve as ISS representative in an on-call capacity for students experiencing immigration emergencies outside of business hours
* Collaborate with Director for ISS and the Director for Residential Education to create, plan, and execute intercultural competencies trainings for the Office of Residential Life
* Other duties as assigned in keeping with growth of global initiatives.

**QUALIFICATIONS**

* Bachelor’s degree required, masters preferred
* Minimum 1-3 years of employment with direct student service to international students
* Expected to work traditional hours on campus and occasional evening/weekend, depending on events
* Demonstrates entry level knowledge of federal regulations affecting international students in various visa classifications, including SEVIS reporting
* Previous teaching/training experience preferred
* Previous work with diverse populations
* 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 and maintain a professional demeanor and composure
* Ability to work independently and collaboratively
* Strong computer skills and interested in developing skills in smartsheet, SEVIS integration, Canvas, Banner, Emma marketing email, ISSM (or other SEVIS integration program) etc.

**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.

* 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**

* Supervise part-time student employee.

**EXPECTATIONS**

* Ability to handle highly confidential material, understanding that all University information should only be disclosed to others who have a need to know, for legitimate business reasons. Have the ability to exercise and apply sound judgment and decision-making skills as well as the ability to maintain integrity and confidentiality of data.
* Has advanced knowledge of Microsoft Office and Google Suite software programs. Ability to quickly learn new technology and is self-motivated to stay current with emerging technologies.
* Ability to edit work for spelling and grammar, present numerical data effectively and is able to read and interpret written information. Demonstrates accuracy and thoroughness and monitors own work to ensure quality.
* Adapt to change in the work environment, manage competing demands and able to deal with frequent change, delays or unexpected events.
* Ability to accept supervision, assignments, change and correction. Proven effectiveness in dealing with a wide range of professionals, staff, and administrators.
* Ability to balance priorities to accomplish assigned tasks within the required time frame and be able to shift quickly between several tasks without loss of continuity.
* Engage in meaningful and intentional professional development appropriate for areas of responsibility and actively engage in personal and campus well-being initiatives.
* Carry out all responsibilities and objectives in professional manner.
* Accept and render constructive criticism in a professional manner.
* Adhere to the policies and procedures established by St. Edwards University.

*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* |