
Auburn University Job Description

Job Title: **Dir, Intl Stu & Scholar Svcs**

Job Family: No Family

Job Code: **AA40**

Grade AA12 \$60,900 - \$109,600

FLSA status: Exempt

Job Summary

Directs and oversees all functions of the Office of International Student and Scholar Services (ISSS).

Essential Functions

1. Ensures institutional compliance with federal regulations related to administering student visas through training and supervision of International Advisors, process rectification and other United States Citizenship & Immigration Services requirements.
2. Writes annual report for J-Visa program, maintains the recertification for the F-Visa program, and addresses other visa issues as they arise.
3. Provides faculty and staff training to assure international student visa compliance and maintenance of status, and addresses student conduct concerns for international students.
4. Articulates and interprets university, state, and federal policies and procedures; exercises independent judgment and uses discretion in decision making; develops creative solutions to problems for F-1 and J-1 students by analyzing and interpreting regulations.
5. Provides direct supervision of full-time International Student and Scholar Services (ISSS) staff. Oversees the H-1B visa and permanent resident efforts of Auburn University in coherence with inside stakeholders and outside legal counsel.
6. Develops online pre-arrival orientation materials and oversees International Student Orientation, check-in activities and programming.
7. Directs the automation of ISSS processes and procedures in conjunction with OIT. Reviews and updates website information.
8. Serves as liaison to Auburn University's external partners in gathering information and implementing the recruitment and immigration needs of international students, scholars, and faculty.
9. Serves as the official Auburn University 24/7 emergency contact for all international students, scholars, and visitors.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree required - no specific discipline
Experience (yrs.)	7	Experience in the interpretation and/or application of international student/employee laws, policies, and regulations. Must have 2 years experience directly supervising full-time employees.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of Federal and State regulations related to immigration and VISA processing

Certification or Licensure Requirements

Must be a United States citizen or a legal permanent resident (federal immigration requirement) to be able to serve as a Primary Designated School Officer for the "F" program and the responsible officer for the "J" program.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 11/10/2022
