AUBURN
Human Resources

Dir, International Faculty & Scholar Services

Job Description

JOB INFORMATION

Job Code	AA40
Job Description Title	Dir, International Faculty & Scholar Services
Pay Grade	AA12
Range Minimum	$64,820
33rd %	$82,110
Range Midpoint	$90,750
67th %	$99,400
Range Maximum	$116,680
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	11/10/2022

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Global Initiatives

JOB SUMMARY

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

RESPONSIBILITIES

- 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.
- Writes annual report for J-Visa program, maintains the recertification for the F-Visa program, and addresses other visa issues as they arise.
- Provides faculty and staff training to assure international student visa compliance and maintenance of status, and addresses student conduct concerns for international students.
- 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.
- 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.
- Develops online pre-arrival orientation materials and oversees International Student Orientation, check-in activities and programming.
- Directs the automation of ISSS processes and procedures in conjunction with OIT. Reviews and updates website information.
- 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.
- Serves as the official Auburn University 24/7 emergency contact for all international students, scholars, and visitors.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

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.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	no specific discipline	and	7 years of	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.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
	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.		Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking				X		
Hearing				X		

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Repetitive Motions		X				
Eye/Hand/Foot Coordination		X				

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:

Ability to see information in print and/or electronically.