AUBURN
Human Resources

Advisor I, International Students

Job Description

JOB INFORMATION

Job Code	AA44A
Job Description Title	Advisor I, International Students
Pay Grade	AA07
Range Minimum	$41,200
33rd %	$48,070
Range Midpoint	$51,510
67th %	$54,940
Range Maximum	$61,810
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	12/6/2022

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The International Students Advisor provides a wide-range of advisement and coordination of professional services relating to visiting non-immigrant international students, scholars, employees, faculty and dependents while ensuring institutional compliance with federal immigration law.

RESPONSIBILITIES

- Provides advisement/counseling for international students in matters related to immigration status which includes, but is not limited to, various categories of visa issues, legal employment and career consideration for different disciplines, daily needs in the Auburn community (social security requirements, driver's license requirements, international travel, Medicaid and related support services), and first point of contact for academic difficulties, health and personal issues.
- Plans and makes appropriate decisions based on established parameters, guidelines and regulations impacting student/scholar progress toward timely program completion and post-program employment; serves as liaison with professionals in other offices on campus, or with sponsors in foreign countries, to troubleshoot and solve problems as new issues arise or new progams interface.
- Collaborates with Auburn Global staff and administrators in serving incoming international students' academic and services needs. This includes establishing pathway programs to help students transition into degree-seeking status, provide appropriate immigration documentation to facilitate student matriculation and ensuring processes are consistent with Auburn University and federal government requirements.
- Serves as a Designated School Official (DSO) and Alternate Responsible Office (ARO) for Auburn University, interpreting and following the regulations governed by the Department of Homeland Security.
- Collaborates with internal departments and external entities on attaining H-1B visa status and legal permanent residency for tenure-track faculty.
- Plans/executes international student events and programs, which includes orientation, employment workshops, travel validation events, scholar recognition events, etc.
- Provides international student enrollment reports internally and to the Federal government each semester. Monitors student and faculty travel to and from world areas of health concern and reports identified travel to EAMC, Student Medical Clinic and State Health authorities.

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	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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	1 year of	Experience working in an international student & scholar services office to include advising or counseling international students, familiarity with processing immigration documents, and/or coordinating international student events and programs.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of Visa categories, immigration processes and related state and federal laws and regulations.	
Knowledge of physical and electronic interfaces with the Department of Homeland Security F-1 visa program and Department of State J-1 visa program.	

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).	Upon Hire	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	
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.