



**JOB INFORMATION**

Job Code	AA94
Job Description Title	Asst Dir, Intl Stu&Scholar Svc
Pay Grade	AA10
Range Minimum	\$50,810
33rd %	\$62,670
Range Midpoint	\$68,590
67th %	\$74,520
Range Maximum	\$86,380
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**

Reporting to the Director of International Student and Scholar Services (ISSS), responsible for the day-to-day operations of the ISSS office. Supervises staff and allocates daily tasks pertaining to the student and scholar immigration process. Oversees government data transfers and communications to ensure compliance with federal and state agencies.

**RESPONSIBILITIES**

- Collaborates with Admissions and Enrollment Services offices to coordinate and facilitate the efficient and accurate processing of international student applications, enrollment, and registration. Ensures data integrity between Banner, Synapsis, and Student and Exchange Visitor Information System (SEVIS) systems.
- Ensures University compliance with the Department of Homeland Security and Department of State by updating and developing the policies, eligibility requirements, and application processes that pertain to the employment, training, and benefits of international students, scholars, exchange visitor scholars, and their dependents. Maintains SEVIS records and submits reports to federal agencies.
- Supervises International Advisors and ensures the proper dispersion of their tasks and duties. Trains and provides oversight to International Advisors regarding SEVIS management and compliance.
- Handles initial student or staff complaints that come forth during daily ISSS advising and processing functions. Intervenes and assists students and faculty as needed.
- Coordinates communication and interventions with the Department of Homeland Security and Department of State on behalf of international students and exchange visitor scholars when problems arise.
- Oversees the pre-arrival processes, communications, resources, and information orientations for new and transferring international students to ensure compliance with federal and state departments.
- Performs other related duties as assigned by the Director of International Student and Scholar Services.

**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.
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**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 be utilized when the candidate does not meet the minimum requirements.

### MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education	And	Years of Experience	Focus of Experience
Bachelor's Degree	No specific discipline.		5 years of	Experience in international student and scholar advising with Designated School Official (DSO) and Alternate Responsible Officer (ARO) status. Experience in Student and Exchange Visitor Information System (SEVIS) systems. Must have at least 1 year supervising or leading full-time or part-time staff.

### MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of a broad array of visa types and processes and 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.	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.