



TITLE	CLASSIFICATION	SALARY GRADE
INTERNATIONAL STUDENT ADVISOR	CLASSIFIED	GRADE: P
BOARD POLICY REFERENCE:		2015/16 Classification Review

JOB DESCRIPTION:

Under limited direction, provide advice and guidance to international students and their dependents; ensure compliance with Department of Homeland Security (DHS) reporting requirements; assess program needs and recommend new policies and procedures; advocate for the interests of international students and ensures that District services are responsive to the needs of international students.

SCOPE:

The International Student Advisor resolves a variety of complex immigration challenges requiring considerable knowledge of immigration rules and regulations; serves as the primary advisor to international students including but not limited to, employment authorizations, visa renewals, maintaining and changing immigration status. The Advisor serves as a Designated School Official (DSO) approved by the DHS, and is the primary contact between the federal government and the District.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Advises international students and their dependents and helps them maintain lawful immigration status through continuous education on immigration regulations, policies and procedures.
2. Reviews and determines eligibility of prospective students; grants admission and issues immigration documents necessary to obtain the F-1 student visa; advises students on the process for obtaining the student visa at the US embassy; serves as a DSO to students in F-1 visa status per DHS regulations.
3. Ensures institutional compliance with federal regulations by performing timely and accurate registration and reporting of all F-1 students to the government.
4. Monitors academic progress of international students and report this information to DHS on a regular basis, using a web-based tracking system.
5. Assists students with registration and payments, and college policies and procedures; collaborates with International Student Program Counselor.
6. Prepare and coordinate the submission of student immigration documents.
7. Serves as a resource for requirements and regulatory changes and updates to international student laws and procedures.
8. Meets with federal agents from US Immigration & Customs Enforcement (ICE) and DHS; and provides student information when a student has been detained by US ICE.
9. Interprets and implements Family Educational Rights and Privacy Act of 1974 (FERPA) and Title 5 regulations as they pertain to a student's right to privacy and accuracy and retention of academic records.
10. Provides information to high school counselors on federal regulations for International students who are transferring to Santa Rosa Junior College.
11. Reviews and evaluates student eligibility for California Residency status according to California State Education Code regulations.

KEY DUTIES AND RESPONSIBILITIES – Continued

12. Compiles and submits detailed statistical reports on F-1 students at SRJC.
13. Presents information to student groups at orientations and employment workshops.
14. Reviews graduation petitions and evaluates incoming transcripts for international students.
15. Trains and directs the work of student and short-term, non-continuing (STNC) employees.

EMPLOYMENT STANDARDS

ABILITY TO:

Work independently with minimal supervision; interpret and explain federal regulations as they apply to F-1 student visa holders, and other immigration categories; plan and give presentations to students and groups; maintain cooperative working relationships; work under pressure to meet deadlines; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Immigration law, community college policies and procedures; standard office productivity software and specialized systems; the cultural contexts of international students to provide effective guidance and information to those unfamiliar with the US culture and educational systems.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Bachelor's Degree.

Experience:

Increasingly responsible (2-4 years full-time equivalent) experience with international student advising, services, and admissions.