

**TITLE: International Student Advisor**

**CLASSIFICATION: Classified**

**SALARY GRADE: C12**

**SCOPE OF POSITION:**

Under general direction, provides support for the International Student Program (ISP). Reviews and determines eligibility of prospective students, grants and issues admission documents and information necessary to apply for the F-1 student visa. Advises international students and their dependents on maintaining lawful non-immigrant status via orientation, workshops, and advising. Supports student integration, engagement, and retention by developing international/intercultural programming and working in collaboration with the International Club.

**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. Develops international admissions policies and standards. Designs admissions calendar and sets timelines. Assesses effectiveness of admissions strategy and implements changes.
2. Ensures Department of Homeland Security (DHS) processes and protocols are followed and interprets federal regulations pertaining to initial issuance of Forms I-20. Serves as Principal Designated School Official (PDSO) to the U.S. Department of Homeland Security (DHS) Student and Exchange Visitor Program (SEVP), ensuring institutional compliance with federal regulations by performing registration and reporting via the Student and Exchange Visitor Information System (SEVIS)
3. Responds to student inquiries regarding application process and status. Processes admissions files. Reviews and verifies foreign academic credentials, English proficiency, citizenship, and evidence of financial support as required for the F-1 student visa application. Determines admissibility based on materials submitted.
4. Disseminates information and guidance to international applicants and students regarding federal regulations governing employment, visa processing, maintenance of status, travel and reentry to the United States, and immigration benefits. Interacts with government agencies, campus units, community organizations, and individuals to resolve international student issues. Prepares and files applications, petitions, and reports with government agencies.
5. Oversees program compliance with all applicable local, state, and federal laws and regulations. Maintains current knowledge of pertinent regulatory developments.
6. Oversees development and implementation of international student services within the ISP, including personal and immigration advising, new student orientation, and informational workshops. Organizes programming for international/intercultural learning on campus, including coordinating International Education Week (IEW) events, and initiating and maintaining the Cultural Coach Program. May serve as International Club Advisor.
7. Provides information and direct response to international students during crises or natural catastrophes. Informs international students of recommended action during emergencies, including portability of financial aid and other emergency funding. Advises individuals to seek legal, educational, health, safety, and financial experts, on and off campus.
8. Identifies students facing barriers and provides support by collaborating with faculty, academic departments, and student services on campus. Engages with the college community to ensure that they understand the needs of international students.

**TITLE: International Student Advisor**

**KEY DUTIES AND RESPONSIBILITIES – Continued**

9. Advocates for policies that are conducive to international educational exchange, federal compliance, and employment of international students.
10. Collects, enters, maintains, and analyzes data on student applicants, participants, and alumni. Ensures privacy and confidentiality when collecting and compiling statistical data about international students.
11. Participates in reviewing international student scholarship applications.
12. Designs, creates, and maintains web pages; oversees social media platforms and newsletters.
13. May train and supervise student employees.
14. May direct the work of short-term, non-continuing (STNC) employees.

**KNOWLEDGE OF:**

1. Cultural contexts of international students to provide guidance and information to those unfamiliar with the U.S. culture and educational systems.
2. Relevant local, state, and federal rules, regulations, policies and procedures.
3. Applicable technology usage, including standard office productivity software and other appropriate technology.

**ABILITY TO:**

1. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
2. Communicate effectively, both orally and in writing.
3. Exercise appropriate judgement in interactions with others and with work processes.
4. Interact with the public in a helpful, courteous, and professional manner.
5. Demonstrate sensitivity to, and respect for, a diverse population.

**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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

**EDUCATION:**

Bachelor's degree in a related field of study required.

**EXPERIENCE:**

3+ year experience with international student advising, services, and admissions required.

**SANTA ROSA JUNIOR COLLEGE COMMITMENT:**

*All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).*