
Auburn University Job Description

Job Title:	Asst Dir, Int'l Education	Job Family:	No Family
Job Code:	AA03	Grade 36:	\$58,500 - \$97,600
FLSA status:	Exempt		

Job Summary

Assists the Director by developing, managing, and implementing activities and programs related to International Education.

Essential Functions

1. Develops and educates others on guidelines, policies and procedures for processes relating to international students, scholars, and studying abroad.
2. Assists in negotiating international agreements through coordination with foreign consulates, faculty, and students.
3. Reviews and evaluates programs related to international students and/or study abroad programs and provides feedback and recommendations.
4. Develops informational materials related to programs and services available through the International Education office.
5. Assists in financial/budget/insurance planning and maintenance to include reconciliation, evaluating appropriateness of expenditures, and/or advising on tax issues.
6. May advise students on issues to include (but not limited to) such as program selection, financial aid, work authorizations, extensions, scholarship and payment options, etc.

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.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Psychology, Counseling, Education, Management, Business, or related field
Experience (yrs.)	5	Experience involving the interpretation and/or application in international student/employee law and policy

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

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

Certification or Licensure Requirements

Must be a United States citizen or a legal permanent resident (federal immigration requirement). Designated school officer for the "F" program. Responsible officer for the State Exchange "J" program.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 11/29/2011
