
Auburn University Job Description

Job Title:	Dir, International Ed Prgm	Job Family:	No Family
Job Code:	AA07*	Grade 39:	\$89,000 - \$148,400
FLSA status:	Exempt		

Job Summary

Directs and oversees international education programs/services to include (but not limited to) study abroad, international student visa coordination/advising, international exchange, and alien employment.

Essential Functions

1. Oversees the planning and management of international student related policy to include (but not limited to) immigration issues, Homeland Security, Auburn Abroad program, and International Crisis Management Response and Risk Management,.
2. Develops, administers, and coordinates informational programming for international students and parents.
3. Oversees and manages Auburn's inter-institutional agreements instituted for the support of research and academic programs.
4. Coordinates immigration and other international student/scholar legal issues with counsel to ensure compliance with laws.
5. Assists and educates others on issues related to international students, alien employment, immigration law, international travel, and other issues related to International Education programming.
6. Provides management oversight, supervision, and direction to the professional and support staff that assists and administers international student programs.
7. Represents Auburn University on international issues through collaboration with state and national organizations, universities, colleges, and other organizations and agencies.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

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	Masters Degree	Degree in higher education or management desired
Experience (yrs.)	7	Experience in project management or business operations, and professional 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 processes, SEVIS, and other nations' immigrations regulations.

Certification or Licensure Requirements

Must be a United States citizen or a legal permanent resident (federal immigration requirement).

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 or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires sitting, talking, hearing.

Job occasionally requires standing, walking, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting up to 50 pounds.

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

Date: 12/15/2011
