Auburn University Job Description

Job Title: Asst Dir, Int'l Prog Svcs  
Job Code: AA32  
FLSA status: Exempt

Job Family: No Family  
Grade 36: $59,700 - $99,600

Job Summary

Develops and coordinates projects, processes, and operations aimed at facilitating and automating immigration and enrollment services of the Office of International Programs; serves as an advocate for international students and scholars working internally and externally to Auburn University.

Essential Functions

1. Researches, plans, coordinates, and executes student immigration support services and processes
2. Serves as a liaison with other individuals and departments on campus to ensure efficient handling of all services and business related to international students and scholars.
3. Works in conjunction with OIT to automate the processes involving the Office of International Programs.
4. Facilitates the research needed to determine requirements and feasibility of establishing the H-Visa process on Auburn's main campus.
5. Coordinates with the Graduate School to integrate e-billing into the existing distribution process for immigration documents.
6. Assists students and scholars with advocacy issues related to academic, legal, immigration status, and health-related situations under the guidance of the Assistant Provost.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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.
Auburn University Job Description

Minimum Required Education and Experience

<table>
<thead>
<tr>
<th>Minimum Education</th>
<th>Focus of Education/Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Four-year college degree</td>
<td>Degree in Business, Liberal Arts, or related field</td>
</tr>
</tbody>
</table>

**Experience (yrs.)**

| 5 | Experience in business development, client support, or university operations |

Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of higher education policies and procedures and Federal and State regulations related to immigration and Visa processing

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

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

Work schedules, volume of work, or priorities seldom change; able to anticipate new work; minimum distractions or interruptions; seldom involves conflicting demands on time.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 10 pounds.

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

Date: 1/18/2013