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## Auburn University Job Description

Job Title: **Mgr, Int'l Std and Scholar Svs**

Job Family: No Family

Job Code: **AA34**

Grade 35: \$51,900 - \$86,400

FLSA status: Exempt

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### Job Summary

Develops, manages, and implements activities related to International Education.

### Essential Functions

1. Develops and educates others on guidelines, policies, and procedures for processes relating to international students and scholars visiting the Auburn University campus.
2. Reviews and evaluates programs related to international student and scholar employment (particularly for F and J programs) and provides feedback and recommendations.
3. May advise students and scholars on issues to include, but not limited to, financial reporting for visa purposes, work authorizations, extensions, scholarship and payment options, immigration details, out-of-country travel, United States Government processes such as social security cards, driver's licensing, and health insurance requirements.
4. Oversees departmental operations and staff.

### 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>
<b>Education</b>	Four-year college degree	Degree in Psychology, Counseling, Education, Management, Law or Pre-Law, or related field
<b>Experience (yrs.)</b>	5	Experience involving interpretation and/or application in international student/scholar/employee law, regulations, and policy, including visa services, employment, and international student/scholar advocacy.

#### 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 Federal and State regulations related to immigration (particularly F and J programs), campus and off-campus student employment, scholar employment by the university, permanent residency processes, and visa processing.

#### Certification or Licensure Requirements

Must be a United States citizen or a legal permanent resident (federal immigration requirement) to be able to serve as a Primary Designated School Officer for the "F" program and the responsible officer for the "J" program.

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### 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: 1/30/2013

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