Auburn University Job Description

Job Title: Dir, Intl Stu & Scholar Svcs
Job Code: AA40
FLSA status: Exempt

Job Summary
Directs and oversees all functions of the Office of International Student and Scholar Services (ISSS).

Essential Functions
1. Develops and educates others on guidelines, policies, and procedures related to international students and scholars.
2. Serves as the Primary Designated School Official (PDSO) and Responsible Officer (RO) and performs all related reporting/compliance functions.
3. Coordinates with other individuals and departments on campus to ensure efficient handling of all services and business related to international students and scholars.
4. Directs the automation of ISSS processes and procedures in conjunction with OIT.
5. Serves as liaison to Auburn University’s external partners in gathering information and implementing the recruitment and immigration needs of international students.
6. Serves as the official Auburn University emergency contact for all international students, scholars, and visitors.

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

<table>
<thead>
<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Degree in</td>
<td>Four-year college degree</td>
<td>Degree in Psychology, Counseling, Education, Law, or related field</td>
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<tr>
<td>Psychology,</td>
<td></td>
<td>Experience in the interpretation and/or application of international student/employee</td>
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<tr>
<td>Counseling,</td>
<td></td>
<td>laws, policies, and regulations</td>
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<tr>
<td>Education, Law,</td>
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<tr>
<td>Related field</td>
<td></td>
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<tr>
<td>Experience (yrs.)</td>
<td>5</td>
<td>Experience in the interpretation and/or application of international student/employee</td>
</tr>
<tr>
<td>Laws, and</td>
<td></td>
<td>laws, policies, and regulations</td>
</tr>
</tbody>
</table>

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) to be able to serve as a Primary Designated School Officer for the "F" program and the responsible officer for the "J" program.

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

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing, .

Job occasionally requires standing, walking, reaching, and lifting up to 10 pounds.

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

Date: 3/24/2015