
Auburn University Job Description

Job Title:	Advisor, Int'l Students	Level I	Grade 31 \$31,300 - \$52,100
Job Code:	AA44	Level II	Grade 32 \$35,000 - \$58,400
FLSA status:	Exempt	Level III	Grade 33 \$39,300 - \$65,500

Job Summary

Provides a wide-range of advisement and coordination of professional services relating to visiting non-immigrant international students, scholars, employees, faculty and dependents while ensuring institutional compliance with federal immigration law.

Essential Functions

1. Provides advisement/counseling for international students in matters related to immigration status which includes, but is not limited to, various categories of visa issues, legal employment and career consideration for different disciplines, daily needs in the Auburn community (social security requirements, driver's license requirements, international travel, Medicaid and related support services), and first point of contact for academic difficulties, health and personal issues.
2. Plans and makes appropriate decisions based on established parameters, guidelines and regulations impacting student/scholar progress toward timely program completion and post-program employment; serves as liaison with professionals in other offices on campus, or with sponsors in foreign countries, to troubleshoot and solve problems as new issues arise or new programs interface.
3. Collaborates with Auburn Global staff and administrators in serving incoming international students' academic and services needs. This includes establishing pathway programs to help students transition into degree-seeking status, provide appropriate immigration documentation to facilitate student matriculation and ensuring processes are consistent with Auburn University and federal government requirements.
4. Serves as a Designated School Official (DSO) and Alternate Responsible Office (ARO) for Auburn University, interpreting and following the regulations governed by the Department of Homeland Security.
5. Collaborates with internal departments and external entities on attaining H-1B visa status and legal permanent residency for tenure-track faculty.
6. Plans/executes international student events and programs, which includes orientation, employment workshops, travel validation events, scholar recognition events, etc.
7. Provides international student enrollment reports internally and to the Federal government each semester. Monitors student and faculty travel to and from world areas of health concern and reports identified travel to EAMC, Student Medical Clinic and State Health authorities.

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

Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Under general supervision, performs varied duties and assignments involving some judgment. Resolves routine questions or problems, referring only complex issues to higher level. Some evaluation, originality and ingenuity required.	Knows and applies fundamental concepts, practices and procedures of particular field of specialization.	Bachelor's degree in discipline appropriate to position plus 2 years experience.
II	Under minimal supervision, performs complex assignments and fulfills broad responsibilities where required outcomes are defined, but methods and procedures may vary based on professional judgment or precedent. Considerable latitude for unreviewed action. Confers with supervisor on unusual matters. Coordinates the work of others on projects and may assign work to and assist less experienced professionals or support staff. May act in an advisory capacity to managers or faculty.	Knows and applies advanced concepts, practices, and procedures of particular field of specialization, with awareness of related fields.	Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.
III	Under general guidance, plans, conducts and leads complex assignments and areas of functional responsibility. Acting with substantial latitude for unreviewed action, applies broad subject matter expertise to solution of significant issues or development of new programs, services, processes or other initiatives to meet the University's goals in a specific area. Recommends changes in procedures or policies, and leads change initiatives to completion, often persuading or coordinating work of others outside own department.	Possesses and applies a broad knowledge of principles, practices and procedures of a particular field of specialization to the completion of difficult assignments. Also possesses knowledge of related fields and areas of operation which affect, or are affected by, own area.	Bachelor's degree in discipline appropriate to position plus 6 years experience. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

Auburn University Job Description

Minimum Required Education and Experience

- Level I** Bachelor's degree in discipline appropriate to position plus 2 years experience.
- Level II** Bachelor's degree in discipline appropriate to position plus 4 years experience. Experience must include at least 2 years at the preceding level or equivalent.
- Level III** Bachelor's degree in discipline appropriate to position plus 6 years experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

Degree in International Relations, Pre-Law, International Business, International Higher Education Administration, International Management, Human Resources or related fields.

Focus of Experience

Experience as a Designated School Official (DSO) or Alternate Responsible Office (ARO).

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

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.

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, reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, and lifting up to 50 pounds.

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

Date: 5/18/2017
