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## Auburn University Job Description

Job Title: **Asst Dir, Intl Stu&Scholar Svc**

Job Family: No Family

Job Code: **AA94**

Grade AA10 \$48,800 - \$83,000

FLSA status: Exempt

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### Job Summary

Reporting to the Director of International Student and Scholar Services (ISSS), responsible for the day-to-day operations of the ISSS office. Supervises staff and allocates daily tasks pertaining to the student and scholar immigration process. Oversees government data transfers and communications to ensure compliance with federal and state agencies.

### Essential Functions

1. Collaborates with Admissions and Enrollment Services offices to coordinate and facilitate the efficient and accurate processing of international student applications, enrollment, and registration. Ensures data integrity between Banner, Synapsis, and Student and Exchange Visitor Information System (SEVIS) systems.
2. Ensures University compliance with the Department of Homeland Security and Department of State by updating and developing the policies, eligibility requirements, and application processes that pertain to the employment, training, and benefits of international students, scholars, exchange visitor scholars, and their dependents. Maintains SEVIS records and submits reports to federal agencies.
3. Supervises International Advisors and ensures the proper dispersion of their tasks and duties. Trains and provides oversight to International Advisors regarding SEVIS management and compliance.
4. Handles initial student or staff complaints that come forth during daily ISSS advising and processing functions. Intervenes and assists students and faculty as needed.
5. Coordinates communication and interventions with the Department of Homeland Security and Department of State on behalf of international students and exchange visitor scholars when problems arise.
6. Oversees the pre-arrival processes, communications, resources, and information orientations for new and transferring international students to ensure compliance with federal and state departments.
7. Performs other related duties as assigned by the Director of International Student and Scholar Services.

### 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 required - no specific discipline.
<b>Experience (yrs.)</b>	5	Experience in international student and scholar advising with Designated School Official (DSO) and Alternate Responsible Officer (ARO) status. Experience in Student and Exchange Visitor Information System (SEVIS) systems. Must have at least 1 year supervising or leading full-time or part-time staff.

#### **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 a broad array of visa types and processes and 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.

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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.

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, handling objects with hands, .

Job occasionally requires standing, walking, reaching, and lifting up to 25 pounds.

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

Date: 11/10/2022

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