



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
INTERNATIONAL STUDENT ADVISOR	CLASSIFIED	GRADE: M MONTHS:
BOARD POLICY REFERENCE: 2008/2009 CLASSIFICATION REVIEW		Board Approved: 08/11/09

JOB DESCRIPTION:

Under limited direction, provide advice and counsel to international students and their dependents. Assess program needs, recommend new policies and procedures. Advocate for the interests of international students and ensures that campus services are responsive to the needs of international students, performs related work as required.

SCOPE:

The International Student Advisor performs a broad range of duties to meet the needs of the International Student program, including advising students on maintaining lawful status, granting immigration benefits, resolving status violations, advising prospective students and their families about the student visa process. The Advisor serves as a Designated School Official approved by the Department of Homeland Security, and functions as the principal contact between the federal government and the school.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Serve as Designated School Official approved by DHS to issue immigration documents and grant immigration benefits to students in F-1 visa status.
2. Advise international students and their dependents and help them maintain lawful immigration status through continuous education on immigration regulations, policies and procedures.
3. Review and determine eligibility of prospective students; grant admission and issue immigration documents necessary to obtain the F-1 student visa. Advise students on the process for obtaining the student visa at the US embassy.
4. Ensure institutional compliance with federal regulations by performing timely and accurate registration and reporting of all F-1 students to the government.
5. Monitor academic progress of international students and report this information to DHS on a regular basis, using the SEVIS web-based tracking system.
6. Assist students with registration and payment problems, and college policies and procedures.
7. Develop written instructions for students to apply for federal benefits, such as work permission or change of visa status.
8. Inform Director of International Admissions about regulatory changes and updates to international laws and procedures.
9. Meet with federal agents from US Immigration & Customs Enforcement, DHS and provide student information as required when a student has been detained by US ICE.

KEY DUTIES AND RESPONSIBILITIES (Continued):

10. Provide information to other campus staff regarding federal regulations about work permission for International students.
11. Interpret and implement Family Educational Rights and Privacy Act of 1974 (FERPA) and Title 5 regulations as they pertain to a student's right to privacy and accuracy and retention of academic records.
12. Provide information to high school counselors on federal regulations for International students who are transferring to Santa Rosa Junior College.
13. Review and evaluate student eligibility for California Residency status according to California State Education Code regulations.
14. Compile and submit detailed statistical reports on F-1 students at SRJC.
15. Conduct new student orientations for International students.
16. Develop and maintain relationships with marketing agencies and participate in student recruitment and college promotion. Provide statistical data on marketing trends, measure progress of current marketing efforts.
17. Develop and update the content of the SRJC International Student Program web pages.
18. Produce a monthly student newsletter and other publications, including Program Calendar.

EMPLOYMENT STANDARDS

ABILITY TO:

Work independently with minimal supervision. Interpret and explain complex federal regulations as they apply to F-1 student visa holders, and other immigration categories. Plan and give presentations to students and groups; maintain cooperative working relationships; work under pressure to meet deadlines. Train and direct the work of students and short term non-continuing staff; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Immigration law, Community College policies and procedures; Microsoft Word, Excel, Outlook and Adobe Indesign; must be aware of and sensitive to the cultural contexts of international students to provide effective guidance and information to those unfamiliar with the US culture and educational systems.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Associate's Degree. Bachelor's Degree in a related field preferred.

Experience:

Progressively responsible experience with international student advising, services, and admissions.