Title: International Service Adviser

Essential Function

Under general supervision from a designated administrator, advise international students, scholars, and specialty workers regarding immigration policies and procedures. Assist with planning and coordinating special services and programs.

Characteristic Duties

- Assist international students, scholars, and specialty workers with immigration policies and procedures concerns.

- Assist with the planning, coordination and implementation or workshops, orientation plus cultural and social events.

- Make appropriate referrals to students requiring professional help. (i.e., provide information on community resources).

- Serve as liaison with faculty/staff regarding student needs, and with government agencies.

- May provide direct supervision to exempt and non-exempt staff (i.e., hiring/firing, performance evaluations, disciplinary action, approve time off, etc.).

- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with three (3) years experience; -OR- Associate’s degree with (5) years experience; -OR- seven (7) years experience. Degree must be in a related field. Experience must be in advising international students, scholars and special workers. Experience may also require three (3) years supervision. Must be a US citizen or legal permanent resident of the United States to satisfy Department of State regulations.

Last updated: 1-9-07

An affirmative action/equal opportunity institution