

The University of Texas at San Antonio

Job Description

Job Title: International Student Services Advisor
Code: 13066
Salary Grade: 56
FLSA Status: Exempt
Department/Division: Academic Support and Undergraduate Studies/International Programs
Reports To: Assistant Director of International Student Services.

Summary

- Function: To advise international students to ensure compliance with all United State Citizenship and Immigration Services (USCIS) and Department of Homeland Security (DHS) regulations and guidelines as they relate to students studying in the United States. Counsels international students on non-academic and immigration-related matters.
- Scope: Responsible for ensuring campus-wide compliance with regulations, procedures and documentation as it relates to international students.

Duties

- Typical:
 1. Support the International Student Services (ISS) director and assistant director with all Student and Exchange Visitor Information System (SEVIS) based activities involving F-1 and J-1 non-immigrant students.
 2. Serve as a Designated School Official (DSO) for the F-1 student program and Alternate Responsible Officer (ARO) for the J-1 Exchange Visitor program.
 3. Advises and counsels international students on non-academic and immigration requirements.
 4. Enters, processes, and maintains data records to comply with all federal, state and local regulations regarding procedures, specifications and documentation for international students.
 5. Coordinates with faculty, staff and administrators to effectively maximize email communication and one-on-one advising.
 6. Assists with the development and implementation of new student orientation and other relevant workshops/presentations for the international student population.
 7. Maintains current knowledge of applicable guidelines, regulations, policies, and legislation regarding international students.
 8. Process student requests and complete required updates to student records

<p>to ensure all database information complies with federal, state, and local regulations.</p> <ol style="list-style-type: none"> 9. Coordinates with the UTSA undergraduate and graduate admissions offices to ensure timely and accurate admissions processes. 10. Actively assists in the creation of new initiatives that benefit the international student population. 11. Performs other duties as assigned. <ul style="list-style-type: none"> • Periodic: <ol style="list-style-type: none"> 1. Assists with development and implementation of online international student orientation and workshops. 2. Reviews forms and website for relevant update implementation. 3. Represents UTSA in community, regional, national and international organizations and consortia.
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Education

Required	Preferred
Bachelor’s Degree from an accredited institution.	N/A

Other Requirements

Required	Preferred
Ability to implement a high-level of verbal, written, and interpersonal communication skills.	Experience living overseas or intense immersion in diverse multicultural community.
Ability to establish and maintain cooperative relationships in a diverse, multicultural environment and perform efficiently as part of a team.	
Demonstrated ability to multi-task with effective time-management skills in a fast paced environment.	Bi/multi-lingual.
U.S. Citizen or lawful permanent resident to meet DSO and ARO reporting requirements	
Criminal Background Check (CBC).	
	Ability to perform efficiently in a fast-paced environment.

Experience

Required	Preferred
One year of administrative or customer service experience to include experience providing services and assistance to a diverse or international student population.	Previous DSO/ARO experience.
	Basic knowledge of complex federal laws, regulations, procedures, forms, and best practices as they relate to the U.S. government

	and international student populations.
	Ability to work with sensitive information and to maintain the highest level of confidentiality.

Equipment

Required	Possible
Personal computer and standard office equipment.	N/A

Working Conditions

Usual	Special
Usual office environment.	May work a varying schedule, including evenings and weekends.
	Occasional travel to conferences and seminars.

Supervision

Received	Given
Team environment with minimal supervision.	May direct support staff and/or students.

Accuracy

Proficiency in all phases of the duties performed.
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Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
