

The University of Texas at San Antonio

Job Description

Job Title: Coordinator, SEVIS Data & International Advising
Code: 13090
Salary Grade: 57
FLSA Status: Non-Exempt
Department/Division: Office of International Programs
Reports To: Assistant Director, Office of International Programs

Summary

- Function: To provide professional skills in the implementation and maintenance of data management systems in the Office of International Programs, and to gain, maintain, and apply knowledge of international student and scholar issues.
- Scope: Responsible for developing and implementing and monitoring data management programs and procedures that ensure campus-wide compliance with all United States Citizenship and Immigration Services (USCIS) and Department of Homeland Security (DHS) regulations and guidelines regarding SEVP and SEVIS.

Duties

- Typical:
 1. Manages the Student and Exchange Visitor Information System (SEVIS) programs and functions within the Office of International Programs and the University community as mandated by the federal government.
 2. Learns and identifies issues relevant to international students and scholars, USCIS guidelines, and mandatory SEVIS/SEVP compliance in order to ensure the program meets all local, state and federal guidelines and objectives.
 3. Assists Director, colleagues, and students with information services related to SEVIS/SEVP compliance and visa processing on an as-needed basis.
 4. Creates, monitors and reports information as a Designated School Official (DSO) and Alternate Responsible Officer (ARO) according to the requirements of the SEVIS reporting system; coordinates data management and data transfer functions for reporting.
 5. Enters current data, establishes, reconstructs and updates SEVIS. processing files; coordinates and performs university daily data batch processing input from the university FSA Atlas data management system

into USCIS SEVIS operations; monitors international student records and prepares reports; develops and maintains databases for international students and scholars.

6. Coordinates with Undergraduate and Graduate Admissions and other departments to implement international program data management policies and procedures required by the USCIS.
7. Achieves and maintains an understanding of admissions and enrollment processing cycles for international students.
8. Achieves and maintains a current knowledge of applicable guidelines, regulations, policies and legislations regarding international students and scholars.
9. Informs and trains staff on FSA Atlas and SEVIS processing techniques, information and requirements.
10. Responsible for the technical management of the International Programs university website, performing updates and modifications as directed.
11. Works effectively to maximize international office and University international program productivity through the use of technology, software and information resource productivity tools.
12. Performs other duties as assigned.

• Periodic:

1. Prepare internal and external reports concerning international programs.
2. Prepare internal international student reports for the purpose of tracking student insurance waivers.
3. Participate in the office preparation for the International Student Orientation Sessions conducted each semester.

Education

Required	Preferred
Bachelor's degree from an accredited institution.	Bachelor's degree from an accredited institution in Computer Science, Management Information Systems, or a related computing field.

Other Requirements

Required	Preferred
U.S. citizenship or lawful permanent residence status, to meet DSO and ARO reporting requirements.	Excellent "people skills" and ability to lead and work with individuals and groups in a professional and facilitative way.
Demonstrated ability to merge/bridge/integrate dissimilar data information software to produce a seamless flow of accurate, quality information.	Experience or knowledge working with university database systems and applicable international student/scholar data management programs.
Criminal Background Check (CBC).	Excellent written, verbal and intercultural communication skills.

Experience

Required	Preferred
Four years of data management experience to include collecting and reporting with multiple database/information systems.	Technical experience with the FSA Atlas and BANNER student information modules.
At department's discretion, additional education may substitute for up to two years of required experience.	

Equipment

Required	Preferred
Personal computer, MS Office, web-based applications and standard office equipment. Operating knowledge of MS Windows, Excel, Word, and Access.	N/A

Working Conditions

Usual	Special
Normal office conditions	Some travel and overtime required.

Supervision

Received	Given
Independently, exercises expert and independent judgment in an environment with minimal supervision.	Supervises assigned work-study students and student workers.

Accuracy

Attention to detail, proficiency in all assigned duties

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.
