

The University of Texas at San Antonio

Job Description

Job Title: International Admissions Coordinator
Code: 13605
Salary Grade: 57
FLSA Status: Exempt
Department/Division: Office of International Programs
Reports To: Assistant Director, Office of International Programs (OIP)

Summary

- Function: To serve as lead advisor of UTSA Undergraduate International Admissions Services (IAS) while closely coordinating all aspects of the program within the processes of the departmental mission and objectives.
- Scope: Responsible for providing program guidance, coordination and administrative processing necessary to ensure services provided to international students are in compliance with all state and federal laws.

Duties

- Typical:
 1. Provides counseling/advising services to prospective undergraduate international students regarding University admission policies and procedures.
 2. Evaluates and offers solutions to undergraduate international applicant issues and requests regarding their admissions processing.
 3. Assists international applicants in achieving the evaluation of their foreign transcripts via an identified and UTSA endorsed third-party evaluation vendor.
 4. Reviews and approves the foreign transcript evaluations submitted via a UTSA endorsed third-party evaluation vendor.
 5. Applies transfer credit guidelines in the review and assessment of student applications, as appropriate.
 6. Evaluates, interprets, and summarizes the academic and financial background of all undergraduate international students applying to attend school at UTSA.
 7. Inputs international student data into Extender, BANNER, and FSA Atlas (as appropriate) and generates letters utilizing automated software.
 8. Functions as a Designated School Official (DSO) and Alternate Responsible Official (ARO) for the issuance of I-20 and DS-2019 documents.

9. Maintains current knowledge on University policies affecting admissions and the transfer of credits from other universities.
 10. Maintains a current knowledge on University undergraduate student testing policies and procedures affecting international students.
 11. Performs as a liaison with academic advising and department representatives across the University to ensure undergraduate IAS compliance with admissions and visa processing policies and procedures.
 12. Participates in marketing and recruitment activities aimed at undergraduate international student populations.
 13. Performs other duties as required.
- Periodic:
 1. May assist with the research and development of admission policies for countries where policies are believed to be outdated.
 2. Assists with the development and implementation of orientation programs for new international students.
 3. Represent the IAS, ISS, OIP and UTSA at local, state, national, and international associations/consortia and events. Compiles data, prepares and submits reports.

Education

Required	Preferred
Bachelor’s Degree from an accredited institution.	Master’s Degree from an accredited institution.

Other Requirements

Required	Preferred
Demonstrated knowledge of laws and regulations that govern international students, such as regulations of the US Citizenship and Immigration Services (USCIS), Department of State (DOS) and the Department of Labor (DOL).	N/A
Thorough knowledge of F-1 and J-1 student visa processing requirements.	
US citizen or lawful permanent resident, as required by DSO and ARO reporting requirements.	
Excellent verbal, written and intercultural communications skills and the ability to effectively lead and work with individuals and groups.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Three years of professional student admissions experience.	Similar experience in a University setting of similar size and scope to UTSA.

Equipment

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

Working Conditions

Usual	Special
Normal office conditions.	Occasional evening and weekend hours.

Supervision

Received	Given
Overall review for efficiency and effectiveness.	Direct supervision of assigned staff.

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.
