

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2018**

INTERNATIONAL ADMISSION & ACADEMIC COORDINATOR

FLSA STATUS: EXEMPT – PAY GRADE: 19 – P

JOB FAMILY: STUDENT SERVICES JOB FUNCTION: STUDENT SERVICES

GENERAL STATEMENT OF JOB

The International Admission & Academic Coordinator serves as the advising coordinator for international students. The International Admission & Academic Coordinator performs a wide-range of duties to meet the needs of the international students including advising students on maintaining lawful status, granting immigration benefits, resolving status violation, advising prospective students and their families about the student visa process. The International Admission & Academic Coordinator will ensure maintenance to be a safe haven for international students as they progress through the program with the highest ethical standards.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Serves as the Designated School Official (DSO) and Alternative Responsible Officer (ARO), maintaining the Student and Exchange Visitor Information System (SEVIS) and all related certification requirements. Organizes SEVIS data processing under the guidelines provided by the Department of Homeland Security (DHS) and maintains data and quality control management.

Establishes, updates and tracks SEVIS files on a quarterly basis. Interprets college and federal regulations and requirements appropriately and provides accurate immigration information to international students; monitors and tracks student immigration status, and maintains appropriate files.

Advises students, research scholars and professors, interns and J-1 visa holders with immigration petitions and applications to include processing for F-1 visas, work permits, reinstatement, and reduced course load authorizations, change of status, medical leave and economic hardship employment authorization.

Review and determine eligibility of prospective students; grant admission and issue immigration documents necessary to maintain the F-1 student visa.

Advise international students and their dependents and help them maintain lawful immigration status through continuous education on immigration regulations, policies and procedures.

Develop written instructions for students to apply for federal benefits, such as work permit or change of visa status.

Monitor academic progress of international students and report this information to DHS on a regular basis, using the SEVIS web-based tracking system.

Collaborate with other college DSO's within the Florida State College system to ensure consistent protocol regarding policies and procedures.

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Manage confidential paper and electronic files in accordance with university, FERPA, USCIS, DHS, and DOS regulations.

Provides active case management to an assigned caseload of visa holders. Supports international students experiencing cross-cultural, family, personal or economic crisis, which may impact academic and professional performance. Helps F-1 and J-1 visa holders to access appropriate campus and community services/resources.

Assists F-1 and J-1 visa holders with processing applications for work permits, reinstatements, extensions of stay and other immigration related matters.

Coordinates and plans programs that support the unique needs of F-1 and J-1 visa holders including the development and implementation of retention strategies and new student orientation program.

Recruit, train and counsel student workers as needed.

Work with housing staff to ensure any international students have the knowledge to apply for FSCJ housing.

May assist and provide classroom presentation/informational sessions; responding to inquiries and advising students and staff about the program and how it fits into the educational plan.

Participates in training and keeps abreast of changes in federal rules and regulations.

Complies with all State and College policies.

Performs other related duties as assigned.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision may be exercised over assigned staff and/or student assistants.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited institution supplemented by three (3) years of experience working with diverse and international populations, to include U.S. Citizenship and Immigration Services (USCIS), Immigration and Customs Enforcement (ICE), and/or Department of State (DOS) regulations and requirements as applied to international students, primarily F-1/F-2 visa holders.

PREFERRED QUALIFICATIONS

Master's degree from an accredited college or university supplemented by two (2) years of related experience in higher education leadership working with diverse and international populations.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 07/2018