

# Job Description

Position Title: Academic Advisor, International Admissions

Job Family: Student Services

Job Type: Professional - Intermediate

FLSA Status: Exempt

Salary Grade: 04

## Position Summary:

The International Admissions Academic Advisor serves as a resource in multiple areas of international student services making independent determinations and recommendations according to prescribed guidelines. The International Admissions Academic Advisor responsibilities include international admission, academic and immigration advice, registration, and assessment, OPT recommendations, international student activities, and new student orientations to cater to the needs of international students, as well as compliance in support of the Center for International Education (CIE).

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Advises international students on policies, procedures, and processes pertaining to multiple functional areas, as well as targeted academic programs or student populations, which include but are not limited to academic advising, admissions, assessment, OPT recommendations, graduation services, new student orientation and activities, registration, retention, etc.
2. Serves as the Designated School Official (DSO) and/or an Alternate Responsible Officer (ARO), maintaining the Student and Exchange Visitor Information System (SEVIS) and all related certification requirements
3. Coordinates SEVIS related work and prepare reports to ensure compliance with U.S. immigration laws. Ensures that international admission practices and processes comply with immigration laws, regulations and requirements of the U.S. Citizenship and Immigration Service (USCIS) in admitting non-immigrant students
4. Collaborates with academic and enrollment advisors at all campuses to provide and improve services to international students
5. Resolves international student complaints and concerns, and responds to a variety of general inquiries and requests
6. Reconciles and submits report on International Student Health Insurance and apply insurance waiver when qualified
7. Participates in international student activities
8. Makes recommendations for process changes and improvements

9. Prepares reports and conducting data collection
10. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

1. Knowledge of advising and counseling practices as well as college policies and procedures.
2. Knowledge of internal and external customer service principles and practices.
3. Knowledge of principles and methods for promoting programs and services.
4. Knowledge and application of various instructional methodologies.
5. Skill in analyzing data and drawing conclusions.
6. Skill in effective communication (both written and oral).
7. Skill in organization, coordination and management.
8. Skill in public speaking.
9. Ability to develop and maintain effective and positive working relationships.

### **Supervision:**

- Not responsible for supervising the work of others.

### **Independence of Action:**

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

### **Competencies:**

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.

### **Minimum Qualifications:**

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Education or a closely related field of study required.
- One (1) to Three (3) years of related experience required.

- Must be U.S. citizen or U.S. permanent resident as required by federal law to serve as a Designated School Official for the F-1 student program
- Three (3) to Five (5) years of related experience preferred
- Bilingual (Spanish highly preferred)

OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

### Special Conditions of Employment:

- Occasional work evenings or weekends.
- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License