

UNIVERSITY OF SOUTHERN CALIFORNIA
International Students and Scholars Advisor I
Job Code: 137035

OT Eligible: **Yes**

Comp Approval: **8/1/2016**

JOB SUMMARY:

Reviews and processes necessary applications required by United States government agencies for students and scholars. Advises students and scholars concerning government regulations pertaining to immigration related issues. Assists in the development of services and programs for the University's international community.

JOB ACCOUNTABILITIES:

***E/M/NA % TIME**

_____	_____	Provides effective and equitable solutions when international students or scholars have conflicts or require assistance interpreting US immigration regulations. Advises students and scholars on Department of Homeland Security (DHS) regulations, as well as academic issues.
_____	_____	Evaluates eligibility and verifies student or scholar status according to application materials. Prepares and signs official documents required by U.S. government agencies. Tracks submissions and responds to related inquiries. Makes arrangements for new students to enroll for classes. Creates and maintains files.
_____	_____	Advises students, departmental advisors, and faculty to determine effective solutions to help students or scholars meet immigration policies set forth by the Department of Homeland Security (DHS) and the Student and Exchange Visitor Program. May meet with parents and/or guardians to provide information and facilitate problem solving.
_____	_____	For F-1 students: Reviews academic data in order to process applications to be submitted to U.S. Citizenship and Immigration Services for Optional Practical Training, program extensions, and new I-20s for dependents. Provides suggestions or alternatives for incomplete applications, as appropriate. Tracks student status and enrollment. Prepares and signs official documents required by U.S. agencies or foreign governments. For J-1 students/scholars: Reviews eligibility for extensions, academic training, and other applications to Department of State.
_____	_____	Assists in the development and implementation of services and programs designed to promote inclusion and integration of members of the international community into the University experience. Continually evaluates services and operations for efficacy and makes recommendations for changes or additions as necessary.
_____	_____	Guides students, scholars and their dependents through the F-1 and J-1 visa authorization process. Appeals directly to consulates if/when necessary.
_____	_____	Acts as liaison between students/scholars and foreign consulates and/or government agencies to facilitate stays in the United States or arrange foreign travel.
_____	_____	Participates in periodic revisions of applications, office forms and documents. Assists in developing new form letters and informational materials and text on the Office of International Services website.

Assists in the design and delivery of programs such as orientation, passport verification, English language program, webinars and International Education Week. Provides support to other programs offered by the Office of International Services throughout the year.

May provide leadership, guidance and supervision to student workers and/or graduate assistants. Assists subordinates in providing successful immigration related programs and/or cultural programs. Provides training and feedback when necessary.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

***Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.**

EMERGENCY RESPONSE/RECOVERY:

Essential: No

Yes In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

JOB QUALIFICATIONS:

Minimum Education:

- Bachelor's degree
- Combined experience/education as substitute for minimum education

Minimum Experience:

1 year

Minimum Field of Expertise:

Knowledge of federal immigration and other regulations pertaining to international students and scholars. Experience in an office environment. Demonstrated English writing skills and computer literacy.

Preferred Education:

Master's degree

Preferred Experience:

2 years

Preferred Field of Expertise:

Experience with university administrative computer systems. Experience working with diverse languages and cultures. Familiarity with USC campuses and the greater Los Angeles area.

Skills: Administrative:

- Arrange travel
- Compose letters
- Coordinate meetings

- Establish filing systems
- Maintain filing systems
- Prepares official documents
- Prioritize different projects
- Understand and apply policies and procedures

Skills: Other:

- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Organization
- Planning
- Problem identification and resolution
- Research

Skills: Machine/Equipment:

- Computer network (department or school)
- Computer network (university)
- Computer peripheral equipment
- Fax
- Personal computer
- Photocopier

Supervises: Level:

May oversee student, temporary and/or resource workers.

SIGNATURES:

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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