

UNIVERSITY OF SOUTHERN CALIFORNIA

Faculty/Staff VISA Specialist

Job Code: 137039

Grade: I
OT Eligible: Yes
Comp Approval: 5/10/2006

JOB SUMMARY:

Provides advisement and information on foreign national hiring procedures to various departments and other concerned parties. Reviews and analyzes incoming cases. Drafts documentation such as petitions applications, forms, addenda, and letters for submission to US Government agencies. Establishes and maintains various filing systems and documentation related to the hiring of foreign national employees. Assists in preparing informational materials and conducting seminars. Ensures completion and submission of all necessary applications and materials to appropriate government agencies. Supervises student worker(s) as assigned.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

_____	_____	Advises various departments and other concerned parties on procedures and materials necessary for completing applications for temporary employment, labor certification and permanent residence for prospective foreign national employees. Advises concerned parties on required documentation, visa options, strategic timing, etc. as needed. Coordinates with prospective employee, departmental contact person, University Payroll and Compensation Office for completion of processes.
_____	_____	Prepares various memoranda and correspondence to government agencies, e.g., Department of Labor, Citizenship and Immigration Services, U.S. Consulates. Drafts documentation such as petitions, applications, forms, addenda, and letters for submission to US Government agencies.
_____	_____	Reviews and analyzes incoming cases for completeness and accuracy. Monitors progress for special and/or complex cases. Follows-up, as appropriate.
_____	_____	Assists in the establishment of new policies and/or procedures related to changes in established regulations.
_____	_____	Assists in preparation of informational brochures and materials and in planning and conducting workshops regarding foreign national hiring procedures. Presents workshops, as required.
_____	_____	Establishes and maintains various filing systems and documentation related to the hiring of foreign national employees, such as: paper files, spreadsheets, Immigrant Tracker, etc. Prepares reports, as required.
_____	_____	Types applications, assembles application materials, obtains appropriate signatures, submits completed application packages to government agencies.
_____	_____	Trains and supervises unit employees and/or student workers, as assigned.
_____	_____	Stays informed of developments in field. Reads pertinent literature, attends meetings and participates in professional associations as appropriate. Establishes and maintains an active network of professional contacts.

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:

2 Years

Minimum Field of Expertise:

General office experience in multi-cultural environment. Experience explaining & interpreting complex INS & DOL regulations to persons with limited English-speaking ability. Computer literacy.

Preferred Education:

Bachelor's Degree

Preferred Experience:

3 Years

Preferred Field of Expertise:

College graduate with USC experience. Knowledge of USC Personnel and Financial systems. Related immigration law experience.

Skills: Administrative:

Answer telephones
 Communicate with others to gather information
 Compose letters
 Conduct meetings
 Coordinate meetings
 Coordinate work of others
 Establish filing systems
 Gather data
 Input data
 Maintain filing systems
 Prioritize different projects
 Read handwritten text
 Research information
 Understand and apply policies and procedures

Use computerized spreadsheets
Use database and/or word processing software

Skills: Machine:

Computer Network (Department or School)
Computer Network (University)
Computer Peripheral Equipment
Fax
Personal Computer
Photocopier
Typewriter

Supervises: Level:

May oversee student, temporary and/or casual 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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