

# JOB DESCRIPTION



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**Position Title:** International Student Coordinator

**Department:** Admissions and Records

**Category:** Administrative Support

**Primary Location:** Douglas Campus

**FLSA Classification:** Exempt

**Remote Work Eligible:** No

**Parameters:** Full-time; 12 months/year

**Pay Grade:** AS09

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**Position Summary:** The International Student Coordinator serves as a Designated School Official (DSO) as required by Student and Exchange Visitor Information System (SEVIS) and is responsible for facilitating international student processing and support and for providing project and backup support to student services departments as needed.

**Essential Functions:** As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**Duties and Responsibilities:** Within the scope of college policies and procedures, this position:

Maintains student records within the SEVIS system, utilizing the college information system when applicable; organizes SEVIS data processing under the guidelines provided by United States Citizenship and Immigration Services (USCIS), and maintains student records integrity by monitoring and following guidelines established by USCIS to ensure quality control

Assists in creating, monitoring, submitting and reporting records for students as mandated for reporting to SEVIS; coordinates daily input, monitors processes, and produces SEVIS reports and inquiries

Manages inquiries from prospective and current students; works in collaboration with the Admissions and Records and Recruiting Departments to help process international student applications; helps students in the admissions and registration process

Coordinates efforts related the preparation of form I-20, including processing and distribution; monitors enrollment hours on an ongoing basis, notifying students regarding compliance requirements related to USCIS rules

Creates, maintains, updates, files, and monitors student records and international student data; ensures appropriate forms are completed and filed accurately; maintains confidentiality of all records, files, and applicant contacts

Assists students in understanding and preparing documents to send to USCIS for change of status, reinstatement, and employee authorization

Notifies USCIS and home institution once student transfers to college; maintains student address changes within SEVIS

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Works in collaboration with the student recruitment team and Douglas Campus Dean on international student recruitment efforts

Works in collaboration with the orientation team to facilitate new international student orientation; serves on other college committees as assigned

Supervises student employees as assigned

Provides clerical and organizational support through maintenance and tracking of information; performs data entry and verification, ensures data integrity, processes mail and correspondence, compiles periodic reports, maintains a calendar of department activities, performs routing, copying and filing, maintains office supplies inventory

Assists the Admissions Office with special projects as assigned

Performs other related duties as assigned

**General Expectations:** Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

## **Education and Experience Requirements:**

Bachelor's degree preferred from a regionally accredited institution of higher learning recognized by the US Department of Education

Two years progressively responsible experience in college admissions or student services

Preference is given to those who are bilingual in Spanish and English

Preference is given to those with SEVIS and/or USCIS working knowledge and experience

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.*

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

Knowledge of and ability to follow college policies and procedures

Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications and Banner

Knowledge of the general proper operation of and the ability to use personal computers and standard office equipment

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail

Ability to work independently while contributing to a team environment

Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes

Ability to operate standard office equipment

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Ability to establish and maintain effective working relationships with supervisors, other department staff, students and the public

Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information

Ability to analyze problems, identify solutions, and take appropriate action to resolve problems using independent judgment and decision-making processes

Ability to work accurately, efficiently, and effectively with all types of data

Ability to maintain accurate office procedures

Ability to work under pressure with frequent interruptions

Ability to supervise and monitor the work of others

**Work Environment:** Work is primarily performed under general supervision in an office setting with appropriate climate controls.

**Physical Requirements:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

**Mental Application:** Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

**Reports to:** Director of Admissions and Records

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.