Supervisor, International Student Admissions & Records

FLSA Status: Exempt
Pay Grade: 16
Job Title ID: 12104
Job Series/Job Family: Student Support & Success Series / Admissions Family

Reports To

Director, Admissions and Records

Job Purpose

To facilitate and implement admission goals and procedures for international students and non-resident aliens.

Description of Duties and Tasks

Essential duties and responsibilities include the following. Other duties may be assigned.

Required

1. Supervises the daily operations of the International Student Admissions office; provides leadership, prioritizes work assignments, trains, and appraises the performance of the office staff.
2. Supervises the processing of international student applications, maintenance of international student records, and international student database; evaluates international credentials for admission purposes and assessment of foreign financial documents and language skills.
3. Oversees, initiates, and tracks college-wide issuance of student ID numbers for non-citizens.
4. Trains staff on regular and international admission policies and procedures, immigration regulations, visa categories, credential evaluations, as well as residency requirements and Family Education Rights and Privacy Act (FERPA) regulations.
5. Monitors, interprets, and implements all Department of Homeland Security (DHS) regulations regarding the Student and Exchange Visitor Program (SEVP); oversees the maintenance of the Student Exchange Visitor Information System (SEVIS); keeps abreast of latest developments that impact the international admissions office with relation to changes in educational systems, world events, and technology.
6. Analyzes and collects international student enrollment data for reporting purposes used by the College and the DHS; oversees the international student data management IT functions; initiates queries for reports, rosters, and placement of holds on records; implements a separate data management system for prospective student tracking purposes.
7. Serves as liaison and mediator for international students with campus personnel, families, community members, institutions, agencies, and international governments on issues related to international students and their educational programs; serves as an advisor for on-campus international student organizations.
8. Plans and implements student programming activities such as new international student admissions procedures manual, new student orientation for international students, international student handbook, creation of international student listserve, and joint programming with other campus or community entities.

Knowledge

Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Principles and practices of international educational systems.
- U.S. immigration law and procedures.
- State and federal policies pertaining to international student requirements.
- Unique needs of international students.

- Supervisory principles, practices, and methods.

Skills

Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Required

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills, including tact and diplomacy and intercultural communication skills.
- Effectively using organizational and planning skills.
- Applying international student policies and procedures.
- Effectively supervising, leading, and delegating tasks and authority.
- Adapting to the evolving educational needs of international students.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships

Computer Skills

Required

- Demonstrated proficiency using standard office software applications and student information and database systems.

Physical Requirements

Required

- Occasional lifting of objects up to 10 pounds
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in office environments

Work Experience

Required

- Three years of related work experience including one year of supervisory work experience.

Preferred

- Three years work experience in international admissions, community college, and record keeping processes and data management, testing, and assessment and/or student success programs.

Education

Required

- Bachelor's degree

Other

Preferred

- Knowledge of College's policies and procedures, programs and services. Certification as Primary Designated School Official (PDS) for Student Exchange Visitor Information System (SEVIS) through the Department of Homeland Security.

Safety

Required

- Supervise safe operation of unit. Facilitate safety inspections. Take reasonable and prudent actions to eliminate identified hazards. Ensure employees receive appropriate safety training and foster a workplace safety culture.