

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: ASSISTANT DIRECTOR OF ADMISSIONS/ INTERNATIONAL STUDENTS

PAY GRADE: P-12

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

The Assistant Director of Admissions/International Students will assist with the day-to-day operations and administration of all activities related to the delivery of admissions and registration services and is responsible for fostering the recruitment of international students. Primary responsibility for international marketing/recruiting of students, and for hosting and educating international visitors and facilitating international educational exchanges. Serving as country director and member of the executive council for the IEE Community College Consortium. Act as one of the Designated School Officials (DSO) to issue I-20 forms and assist in handling immigration related matters for prospective and current students.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelor's degree required, in education, business or a related field. Masters preferred. Knowledge of US immigration regulations related to F-1 and other non-immigrant visa categories preferred. Second language preferred. Must possess or be eligible to possess a valid passport for international travel.
2. Years of experience in field: Three to five years of experience in sales/marketing, recruitment, student affairs, or related area, meeting targeted recruitment goals is required. Additional consideration will be given to experience in international programming/recruitment. Bilingual-fluency in a language other than English is also preferred.
3. Special skills or abilities related to position:
 - Demonstrated skills and abilities for collaboration and the formation of internal and external partnerships
 - Excellent organizational and interpersonal skills.
 - Excellent supervisory and effective management skills

Revised 1-14-13

Revised 9-7-12

Revised 7-1-09

Revised 5-7-08

Revised 6-7-07

Revised 6-13-06

Revised 3-16-04

Special skills or abilities related to position (continued):

- Knowledge and familiarity with relevant information systems, databases, and software applications
- Ability to establish innovative and effective international secondary education partnerships
- Ability to think, reason, and make sound judgments on how responsibilities are completed in compliance with College and Florida Department of Education standards and guidelines
- Ability to communicate effectively with employees, faculty, staff and community groups
- Ability to work a flexible schedule including evenings and weekends and to travel internationally
- Ability to work effectively, courteously and agreeably in a multi-ethnic/multi-cultural environment with students, faculty, and staff
- Knowledge of Federal and State laws and guidelines for admissions and registration issues including FERPA (the Family Educational Rights and Privacy Act)
- Knowledge of State of Florida residency issues and immigration documents
- Knowledge and understanding of College organization, goals and objectives, and policies and procedures
- Excellent organizational and communication skills (both oral and written)
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community

Experience in fiscal management. Familiarity with the academic needs of international students. Familiarity with standardized test (such as TOEFL, IELTS, SAT, ACT) and student visa and SEVIS regulations.

ESSENTIAL JOB FUNCTIONS:

1. Work with international associations at the state and federal level in the funding of international grants and/or projects.
2. Provide academic advising to international students as needed.
3. Assist with analyzing all documents submitted for admission, making admissions decisions, issuing immigration documents, directing applicants to transcript translation services when necessary, and maintaining necessary records and databases.
4. Serve as the lead college representative for international student recruitment, assist with general student recruitment efforts and the development of articulation agreements.
5. Travel as required through consortium agreements.

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ESSENTIAL JOB FUNCTIONS (continued):

6. Collaborate with appropriate college personnel to complete college, state and federal reports.
7. Assist marketing in the development of printed and electronic materials for international students recruiting
8. Assist in developing and maintaining website presence for IEE Community College Consortium.
9. Serve as a DSO (Designated School Official) and monitor the immigration status of international students, making certain that USCIS (United States Citizenship & Immigration Services [formerly INS]), Homeland Security, and College regulations are met and reported through SEVIS.
10. Supervise staff within International Student Services and Admissions as designated.
11. Hosts international visitors in cooperation with Campus personnel
12. Work with state and national international education organizations to expand opportunities for College of Central Florida faculty and students
13. Assist with gathering and disseminating enrollment and other statistical data
14. Serves as campus representative on College-wide committees that deal with admissions, registration, and records
15. Assist with resolving issues and problems that may arise with students, staff, faculty, outside agencies and the community as they pertain to admissions and registration
16. Works in coordination with the Director of Admissions and Records to ensure effective and efficient delivery of admission and registration services at the college
17. Develop and monitor annual budgets for the USAA Community College Consortium country budget. Develop short- and long-term goals for USAA Community College Consortium programs and participate in the strategic planning process for IEE.
18. Serve as project director for international grants received and oversee implementation, budget, reporting, and evaluation.
19. Assist incoming students and scholars with housing and other logistical concerns related to their arrival and living away from home.
20. Support the college's Diversity and Global Awareness initiatives.
21. Must meet targeted recruitment goals as determined through collaboration with immediate supervisor.
22. Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

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ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without correction).
- Ability to communicate both orally and in writing.
- Ability to travel extensively, including long international flights and visits.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.
- Work abroad in multiple countries in a variety of external environments.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Director of Admissions and Records

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