

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: INTERNATIONAL STUDENT ADMISSIONS AND ADVISING SPECIALIST

PAY GRADE: P-2

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

Provide services for prospective and currently enrolled international students; develop and implement services related to orientation, registration, academic advising, recordkeeping, and reporting processes. Responsible for ensuring compliance with the Student and Exchange Visitor's Information System (SEVIS) and other applicable immigration regulations, including determining the eligibility of student visas, particularly F-1 and M-1, as well as reviewing correspondence and issuing immigration documents such as I-20 forms as a Designated School Official (DSO).

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelor's degree required. A bachelor's degree in student services or international/multicultural affairs is preferred. Ability to speak other language(s) preferred. Strong operational knowledge of SEVIS and United States Citizenship and Immigration Services (USCIS) policies and procedures including experience maintaining records in the SEVIS preferred. Must be a U.S. citizen or U.S. permanent resident as required by federal regulations to serve as (DSO). Must possess or be eligible to possess a valid passport for international travel.
2. Years of experience in the field: Two years of experience in recruitment or advising is required. Additional education may be substituted on a year-for-year basis for the degree requirement. Possession of a valid Florida driver's license.
3. Special skills or abilities related to the position:
 - Ability to read and interpret state and college regulations regarding admission procedures as well as federal immigration and naturalization laws and regulations.
 - Knowledge and understanding of the technical and educational aspects of all college programs.

Special skills or abilities related to the position: (Continued)

- Ability to maintain, interpret, process and report data from students' records.
- Ability to develop and maintain relationships with the public, prospective, and current international students and agents of the college as well as college faculty, staff, and administrators.
- Some knowledge of standardized and special testing and assessment instruments.
- Demonstrate excellent technical skills, as well as strong verbal, written, and cross-cultural communication skills.
- A commitment to diversity and multiculturalism including sensitivity to international student issues.
- Ability to work a flexible schedule including evenings and weekends and to travel internationally.

ESSENTIAL JOB FUNCTIONS:

1. Assist students through the admission process and make recommendations to the Director of Admissions and Student Recruitment regarding admissions decisions for the institution. Provide guidance and direction for registration, transfer, and recruitment of prospective and current international students including those on student visas.
2. Coordinate new student orientation for international students.
3. Coordinate housing and other logistical concerns related to their arrival and living away from home.
4. Serve as one of the SEVIS DSOs for student visas, including completion of I-20 forms.
5. Interpret immigration and naturalization laws and regulations as applicable to prospective and enrolled international students. Ensure appropriate application of federal laws and regulations regarding visas, employment, and insurance.
6. Serve as primary academic advisor to international students. Help students understand course sequences, academic load, graduation, academic progress, transfer requirements, federal regulations, and registration for courses.
7. Provide students with information about institutional and program policies and procedures, as well as college and community resources.
8. Work collaboratively with various college departments to provide programs and services for all international students.
9. Provide demographic data and other relevant reports required/requested by the college, international, national, and state agencies.
10. Maintain professional currency, including participation in regular training sessions provided by the college.
11. Serve as college representative in domestic and international student recruitment with minimal supervision by the college administration.
12. Other duties as assigned by supervisor.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside 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, BLDG 5

SUPERVISOR OF POSITION: MANAGER OF ADMISSIONS AND INTERNATIONAL STUDENTS