

# 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. A primary function will be international marketing/recruiting of students, and educating international visitors and facilitating international educational exchanges. 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.

At the College of Central Florida, our vision is "To be the first choice for quality higher education in our community." 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: A Bachelor's degree is 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 full-time experience in sales/marketing, recruitment, student affairs, or related area 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.
  - Knowledge and familiarity with relevant information systems, databases, and software applications.
  - 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.

Special skills or abilities related to position (Continued):

- Ability to clearly communicate effectively with employees, faculty, staff and community groups.
- 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 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.
- Knowledge of State of Florida residency issues and immigration documents.
- Ability to work a flexible schedule including evenings and weekends and to travel internationally.
  
- 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. Works in coordination with the Director of Admissions and Student Recruitment to ensure effective and efficient delivery of admission and registration services at the college.
2. Collaborate with academic and student affairs personnel to design, implement, and evaluate programs and services designed to increase admissions.
3. Remain up-to-date on state and federal guidelines, emerging theories and research and conceptual models related to admissions (domestic and international), recruitment and retention. Support and assist the Director of Admissions and Student Recruitment with research, reports, statistical data, and presentations as needed.
4. Supervise staff within International Student Services and Admissions as designated.
5. Must meet targeted recruitment goals as determined through collaboration with immediate supervisor.
6. 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.
7. Assist marketing in the development of printed and electronic materials for students recruiting.
8. 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.
9. Work with international associations at the state and federal level in the funding of international grants and/or projects. Serve as project director for international grants received and oversee implementation, budget, reporting, and evaluation.
10. Provide academic advising to international students as needed. Assist incoming students and scholars with housing and other logistical concerns related to their arrival and living away from home.

ESSENTIAL JOB FUNCTIONS (Continued):

11. 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.
12. Serve as the lead college representative for international student recruitment, assist with general student recruitment efforts and the development of articulation agreements.
13. Hosts international visitors in cooperation with Campus personnel.
14. Work with state and national international education organizations to expand opportunities for College of Central Florida faculty and students.
15. Assist incoming students and scholars with housing and other logistical concerns related to their arrival and living away from home.
16. Support the college's Diversity and Global Awareness initiatives.
17. Must meet targeted recruitment goals as determined through collaboration with immediate supervisor.
18. 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.)

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.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device
- Routinely requires Walking, Standing, Sitting, Kneeling, Stooping, Reaching up, Twisting and Bending.
- Driving

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 – Admissions and Student Recruitment