

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: INTERNATIONAL STUDENT ADMISSIONS AND ADVISING SPECIALIST

PAY GRADE: P-9

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 insuring compliance with Student and Exchange Visitor's Information System (SEVIS) and other applicable immigration regulations, including determining 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 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: 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 United States (U.S.) citizen or U.S. permanent resident as required by federal regulations to serve as (DSO). Must be able to work flexible schedule which may include evenings and/or weekends.
2. Years of experience in field: Three years of experience in student advising in a post-secondary setting required. Possession of a valid Florida driver's license.
3. Special skills or abilities related to 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. Ability to maintain, interpret, process and report data from student's records. Ability to develop and

2014/10/01 – Revised

2013-09-30 – Revised

2010-06-21 Revised

2008-06-09 – Revised

New - 2008-08-01 – replaces the International Student Specialist

Special skills or abilities related to position (continued): Knowledge and understanding of the technical and educational aspects of all college programs. Ability to maintain, interpret, process and report data from student's 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. Demonstration of 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.

ESSENTIAL JOB FUNCTIONS:

1. Assist students through the admission process and make recommendations to the College Registrar 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. Help students understand course sequences, academic load, graduation, academic progress, transfer requirements, federal regulations and registration for courses.
3. Serve as the SEVIS DSO for student visas, including completion of I-20 forms.
4. Interpret immigration and naturalization laws and regulations as applicable to prospective and enrolled international students.
5. Coordinate New Student Orientation for International Students.
6. Ensure appropriate application of federal laws and regulations regarding visas, employment and insurance.
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. Evaluate secondary school documents to determine eligibility for college admission.
10. Provide demographic data and other relevant reports required/requested by the college, international, national and state agencies.
11. Maintain professional currency, including participation in regular training sessions provided by the college.
12. Able to work flexible schedule which may include evenings and/or weekends.
13. Other duties as assigned by supervisor.

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

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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 communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time
- 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 in an office environment.

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

PRIMARY LOCATION OF JOB: Ocala Campus, Bryant Student Union

SUPERVISOR OF POSITION: Assistant Director of Admissions/ International Students

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