

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

SALARY SCHEDULE: A

SALARY RANGE: 81

CLASS TITLE: LEAD INTERNATIONAL STUDENTS SPECIALIST

BASIC FUNCTION:

Under general direction of the Director of Admissions and Records, oversee and coordinate the daily operation of the admissions of International Students; oversee the College's compliance with SEVIS (Student Exchange Visitor Information System); plan and implement recruiting strategies and marketing materials; verify visa and immigration status of the international students; train and provide work direction and guidance to assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Oversee and coordinate the daily operation of the admissions and intake functions of International Students; assist in development of program objectives, policies, and procedures; assist students with application and immigration paperwork, registration, and other related enrollment procedures.

Oversee the use of SEVIS (Student Exchange Visitor Information System) and maintain compliance with applicable mandated immigration regulations for the College.

Maintain OSO (Designated School Official) status and signs a variety of forms and documents representing Mt. San Antonio College in matters dealing with F-1 International Students.

Review applications, compile supporting documents and make decisions related to student admissions acceptance and denial; monitor the accuracy of information provided by Admissions Staff regarding International Students admissions, eligibility, and related regulatory procedures.

Assist in development of program objectives, policies, and procedures for the international Students Program; interpret, apply, and explain rules, regulations, policies and procedures to students, staff, faculty and the general public regarding immigration and Naturalization Services related to international students including transfer between schools, practical training, on/off campus employment, change/extension of status, dismissals, reinstatements, etc.

Maintain up-to-date statistics and prepare reports of international students programs, such as reports on number of students, country of origin, class enrollment, fees paid, and semester attendance.

Train and provide work direction and guidance to assigned Admissions and Records staff; assign and inspect the work of staff and assure compliance with established guidelines and admissions policies.

Participate in appropriate seminars and workshops offered by colleges and universities to maintain knowledge in the area of immigration rules and policies.

August 2006

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Practices, procedures and techniques involved in the processing of enrollment forms and applications and related international student registration activities
Immigration rules and policies pertaining to International F-I students
Family Educational Rights and Privacy Act
District policies and procedures
Practices and procedures involved in training and providing work direction and guidance to assigned staff
General College admissions rules, policies and procedures
College admissions rules, policies and procedures
Organization, policies, and rules of assigned department or program
Modern office practices, procedures and equipment
Correct English usage, grammar, spelling, punctuation, and vocabulary
Various computer software applications and mainframe systems
Interpersonal skills using tact, patience and courtesy
Inputting navigating and retrieving data from software systems

ABILITY TO:

Perform a variety of specialized duties related to international student records, admission and registration procedures
Review, verify and processing of international student enrollment forms, applications and documents
Research and recommend options to assure legal and academic eligibility for international students
Perform a variety of clerical duties involved in the review, verification and processing of international student enrollment forms, applications and documents
Review forms and applications to assure accuracy and completeness
Record keeping techniques
Train and provide work direction and guidance to assigned staff
Maintain confidential and comprehensive files and records
Strong basic mathematical abilities
Plan, organize and prioritize work
Meet schedules and timelines
Work confidentially with discretion
Work independently on a variety of responsible assignments
Review situations accurately and determine appropriate action according to established guidelines
Establish and maintain effective working relationships with others
Work effectively with diverse staff and student populations
Communicate effectively, both orally and in writing

EDUCATION AND EXPERIENCE:

Minimum Associate Degree and three years experience directly related to working with international students, preferably in a community college or university setting. Prior experience as a DSO (Designated School Official) highly desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Seeing to view a computer monitor and read a variety of materials.

Sitting for extended periods of time.