

## **LEAD INTERNATIONAL STUDENT SERVICES SPECIALIST**

### **DEFINITION**

Under general supervision, performs a variety of complex student support services for international students, including monitoring and reporting enrollment into Student Exchange Visitor Information System (SEVIS) and verifying visa and immigration status; develops and implements recruitment strategies and marketing materials; provides information and assistance to students and visitors regarding registration, student records, and admissions.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Assistant Director, Admissions and Records. Exercises technical and functional direction over and provides training to lower-level staff.

### **CLASS CHARACTERISTICS**

This is the advanced journey-level classification in the International Student Services Specialist class series. Incumbents at this level are capable of performing the most complex international student support services. Incumbents at this level are required to be fully trained in all procedures related to the assigned area(s) of responsibility, working with a high degree of independent judgment, tact, and initiative. This class is distinguished from Admissions and Records Specialist classifications by primarily providing support to international students and ensuring compliance with immigration and District policies, procedures, rules, and regulations. This class is further distinguished from the Assistant Director, Admissions and Records in that the latter assists in managing all functions of the department and serves as “second-in-command” to the Dean.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

- Participates in performing complex international student support services.
- Trains employees in work principles, practices, methods, policies, procedures, and applicable Federal, State, and local laws, rules, and regulations; participates in the selection and hiring of staff.
- Oversees and coordinates the daily operation of the admissions and intake functions of international students; assists in the implementation of goals, objectives, policies, procedures, and work standards including recommending improvements.
- Oversees and monitors students F-1 visa status, retention, and academic progress; verifies international student enrollment and updates enrollment information in SEVIS every semester; processes Reduce Course Load requests; reviews documentation for and authorizes participation in Optional Practical Training or Curricular Practical Training.
- Serves as Designated School Official (DSO), including enrolling immigrant students and issuing Certificate of Eligibility, Form I-20; prepares, maintains, and monitors student records and documentation for international students in accordance with Department of Homeland Security (DHS) and District policies, procedures, rules, and regulations; serves as a liaison between students, DHS, Student Exchange Visitors Program, counselors, faculty, and staff.
- Evaluates, reviews, and advises students on immigration status and documents, academic standings, and employment.
- Conducts orientation meetings on immigration regulations, registration requirements, and information on maintaining students' status.
- Reviews transfer requests and releases SEVIS records to other colleges and universities.
- Develops and implements recruitment strategies and marketing materials regarding the international student services program.

- Answers questions from and provides support services to international students and visitors regarding registration, admissions, student records, and other student services policies and procedures of the college; processes suspense applications, transfers, residency reclassification requests, enrollment verification, nonresident tuition exemption, and other student services requests.
- Compiles information and data for various reports; checks and ensures accuracy of the data.
- Maintains and updates departmental record systems and specialized databases; enters and updates information; retrieves information from systems and specialized databases as required.
- Maintains accurate and detailed spreadsheets, files, and records, verifies accuracy of information, researches discrepancies, and records information.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Prepares, copies, collates, and distributes a variety of documents; ensures proper filing of copies in departmental or central files.
- Screens calls, visitors, and incoming mail; assists students and visitors at front counter and directs to appropriate locations and/or staff; responds to complaints and requests for information; assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints.
- Composes, types, formats, and proofreads a variety of routine letters, reports, and documents.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
- Performs [other](#) related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles and practices of providing technical and functional direction and training to assigned staff.
- Student and international student admissions and records rules, processes, and procedures of a college.
- Admissions, records, and graduation eligibility rules and procedures of the District.
- Research and reporting methods, techniques, and procedures.
- Principles and practices of data collection and report preparation.
- Applicable Federal, State, local, and District policies, codes, regulations, technical processes, and procedures related to the program to which assigned.
- Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Record keeping principles and procedures.
- Principles, practices, and techniques of effectively dealing with the public and basic public relations.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

### **Skills & Abilities to:**

- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.

- Interpret, apply, explain, and ensure compliance with applicable Federal, State, local and District policies, procedures, and regulations.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Conduct research; analyze, interpret, summarize, and present technical information and data in an effective manner.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Compose and prepare basic reports, correspondence, and other written materials independently or from brief instructions.
- Make accurate mathematical and basic statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

#### **Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to an Associate's degree from a regionally accredited college and five (5) years of experience in international student admissions at an institute of higher education, or two (2) years of experience equivalent to International Student Services Specialist at an institution of higher education.

#### **Licenses and Certifications:**

- Possession of, or ability to obtain, Student Exchange Visitors Program training certificate for Designated School Official issued by United States Immigration and Custom Enforcement.

#### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Incumbents must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

#### **ENVIRONMENTAL ELEMENTS**

**Incumbents** work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. **Incumbents** may interact with upset staff, students, and/or the public in interpreting and enforcing departmental policies and procedures.