



DATE ISSUED: 09/07

FLSA: Exempt

PTO: VCS

JOB DESCRIPTION

TITLE

Assistant Director, International Education

JOB SUMMARY

Responsible for maintaining knowledge of current and changing immigration regulations. Acts as a liaison between the Department of Homeland Security and student. Responsibilities include processing paperwork for USBCIS and maintaining status regulations for international students; communication with prospective international students; advising international students about admissions process at TWU, about F-1 regulations; and educating students on rights according to laws of the U.S. Work is performed under general supervision and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Director of International Education

Supervises: May supervise Graduate Assistants and Student Assistants

PRIMARY DUTIES - May include, but not limited to the following:

Monitors F-1 and J-1 records for regulatory compliance.

Communicates with prospective international students via email, phone, or in-office visits.

Answers immigration status inquiries.

Advises students about admissions process at TWU.

Advises students about F-1 and J-1 regulations.

Assists J-1 Visiting and Exchange Scholars with processing of immigration documents.

Conducts employment workshops for students, faculty and staff.

Provides university with proper documentation maintaining student immigration status.

Acts as liaison between the student and professors when English language difficulties or unfamiliarity with American teaching methods arise.

Acts as liaison between consulate or embassies throughout the world and U.S. student population.

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Processes paperwork for USBCIS for change of status, employment and maintaining status regulations for international students.
Monitors SEVIS records and registration for all F-1 students.
Reviews and approves applications for employment authorization.
Reviews and approves applications for dependent visa documents.
Reviews and approves federally required form letters.
Assists with implementation of New International Student Orientation.
Assists with implementation of University Open House programs.

ADDITIONAL DUTIES

Performs other duties as requested.

EDUCATION

Master's degree in higher education student development, counseling, or related field.

EXPERIENCE

Three years of related work experience in international setting, advising students and/or student groups.

KNOWLEDGE, SKILLS, AND ABILITIES- The following are essential:

Ability to plan, direct, and evaluate a complex operation, using manpower, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
Ability to listen and follow directions.
Ability to take the initiative and work independently.
Ability to apply budgetary and fiscal planning techniques within financial constraints.
Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
Ability to communicate effectively -orally, by phone, in person, and in writing.
Ability to travel for training.
Ability to work some weekends and/or some evenings.
Ability to use a personal computer and other office equipment.

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.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed primarily indoors in an office setting. The noise level in the work environment is low to moderate. While performing the duties of this position, the employee may be required to travel.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

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Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.