



Senior Faculty/Staff Visa Specialist Job Description

JOB INFORMATION

| | |
|--------------------------|--|
| <i>Job Code:</i> | 137040 |
| <i>Job Title:</i> | Senior Faculty/Staff Visa Specialist |
| <i>FLSA Status:</i> | Exempt |
| <i>Supervisory:</i> | Supervises employees and/or student workers. |
| <i>Job Family:</i> | Support Services |
| <i>Job Family Group:</i> | Administrative Support |
| <i>Management Level:</i> | 7 Individual Contributor |

JOB SUMMARY

Reviews and evaluates assigned hiring departments' employee visa requirements, advising on immigrant and nonimmigrant visa options, strategic timing, documentation and travel restrictions for foreign national faculty and staff. Determines candidates' eligibility for visa sponsorship, monitors progress for special and/or complex cases, and finalizes documentation. Reviews and interprets immigration regulations and correspondence, preparing and submitting work authorization petitions to government agencies. Assists director in establishing new policies and developing and disseminating information. Works closely with current and incoming visa holders, liaises and coordinates with outside counsel for various and complex immigration matters, and provides technical training and troubleshooting for processes and case-management systems.

JOB QUALIFICATIONS:

Education

| <i>Req</i> | <i>Pref</i> | <i>Degree</i> | <i>Field of Study</i> | |
|------------|-------------|-------------------|-----------------------|----|
| X | | Bachelor's degree | | Or |
| X | | Bachelor's degree | International Studies | Or |
| X | | Bachelor's degree | Law | Or |
| X | | Bachelor's degree | in related field(s) | |
| | X | Master's degree | | |

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

| <i>Req</i> | <i>Pref</i> | <i>Work Experience</i> | <i>Experience Level</i> | |
|------------|-------------|------------------------|--|--|
| X | | 4 years | focused on facilitating immigration processes and procedures with in-house and outside immigration professionals | |
| | X | 6 years | | |

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

| Req | Pref | Functional Skills |
|-----|------|--|
| X | | Understanding of employment immigration as it relates to non-immigrant visas, permanent residency sponsorship, and the hiring of foreign nationals in the U.S. Knowledge of applicable university infrastructure, policies and procedures. |
| X | | Experience applying policies and procedures, writing legal and technical documents, and at assembling, organizing, and conceptualizing numerical data in spreadsheets, databases, reports, and presentations. |
| X | | Excellent problem-solving skills with demonstrated ability addressing difficult and complex issues. |
| X | | Lead/guidance skills, with the ability to manage, balance and prioritize different tasks and projects for various projects. |
| X | | Strong analytical and critical thinking skills. |
| X | | Knowledge of risk management and liability issues affecting higher education. |
| X | | Knowledge of human resources processes, with experience in mediation, negotiation, staff development, and teaching/training staff. |
| X | | Deft interpersonal and diplomatic skills for communicating tactfully with all levels of staff and diverse individuals and groups. |
| X | | Demonstrated experience developing communication plans, instructional materials and related content, and with conducting in-person meetings. |
| X | | Proficient with Microsoft Office, specifically PowerPoint and Excel. |
| | X | Experience working with international students, faculty and/or staff in higher education, and familiarity with academic medical center environments. |
| | X | Fluent in one or more languages in addition to English. |

Other Job Factors

- May require travel and working evenings and/or weekends, based on business necessity

JOB ACCOUNTABILITIES

| | % Time | Essential | Marginal | N/A |
|--|--------|-----------|----------|-----|
| Reviews and evaluates assigned hiring departments' employee visa requirements, applying knowledge of current immigration laws, regulations and practices. Advises on immigrant and nonimmigrant visa options, strategic timing, documentation and travel restrictions for foreign national faculty and staff. Identifies required information and coordinates between prospective employee, department administrators, and the offices of payroll, compensation and compliance for process completion. Consults university hiring departments on potential candidates, providing transparency on possible start dates and case complications. | | | | |
| Analyzes employees' qualifications, status history, and requirements of the desired position to determine eligibility for visa sponsorship and develop unique case strategies that minimize department and university risk. Reviews and analyzes incoming cases for completeness and accuracy. Monitors progress for special and/or complex cases, following up as appropriate. Finalizes documentation - petitions, applications, forms, addenda, letters - for director's review and signature. In the director's absence, finalizes immigration filings and acts as a signatory. Obtains appropriate signatures and submits completed application packets to government agencies. | | | | |
| Reviews and interprets immigration regulations, criteria, letters of support and correspondence to prepare complex immigration petitions for work authorizations to government agencies including: U.S. Department of State (DoS), U.S. Department of Labor, U.S. Citizenship and Immigration Services (USCIS), U.S. Consulates, Immigration and Customs Enforcement (ICE), Department of Homeland Security (DHS), Customs and Border Protection (CBP), and Social Security Administration. | | | | |
| Assists director in establishing new policies and/or procedures related to regulation changes, including development and dissemination of information brochures, newsletter topics, and website informational content. Develops and implements action plans, advising departments and concerned parties on materials necessary for sponsoring employees, procedures, and progress. Prepares and maintains public access files. Collaborates with team members to develop and | | | | |

JOB ACCOUNTABILITIES

| | <i>% Time</i> | <i>Essential</i> | <i>Marginal</i> | <i>N/A</i> |
|---|---------------|------------------|-----------------|------------|
| maintain team policies and discuss best practices, policies and direction of the department. | | | | |
| Works closely with current and incoming visa holders, the departments sponsoring them, and any faculty sponsors. Assists with initial applications and any requests for amendments. Develops and implements business process improvements, enhancing operational efficiency and customer service. Establishes and maintains various filing systems and compliance documentation (immigration tracking system, paper files, spreadsheets, etc.) regarding the hiring of foreign nationals. | | | | |
| Trains and supervises visa specialists and/or student workers, as assigned, reviewing their work for accuracy and completeness. Advises visa specialists on immigration strategies best suited for their assigned foreign nationals and departments. Conducts workshops and provides technical training and on-call and troubleshooting support for department administrators on immigration processes and case-management systems. | | | | |
| Liaises and coordinates with outside counsel for various and complex immigration matters, including document review, submission, and billing. Monitors status and progress of outsourced cases, providing pertinent updates to the university's hiring departments. | | | | |
| Stays informed of developments in the field, establishing and maintaining an active network of professional contacts, and regularly reading pertinent literature. Participates in professional organizations and attends meetings and conferences. | | | | |

Other Requirements

| <i>Essential:</i> | <i>Emergency Response/Recovery</i> | <i>Essential:</i> | <i>Mandated Reporter</i> |
|--|--|-------------------|---|
| | In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed. | | A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/ |
| <i>Campus Security Authority (CSA)</i> | | | <i>Essential:</i> |
| By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/ | | | No |

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.