



## International Students and Scholars Advisor II Job Description

### JOB INFORMATION

<i>Job Code:</i>	137036
<i>Job Title:</i>	International Students and Scholars Advisor II
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Leads employees performing similar work on a project basis.; May oversee student, temporary and/or casual workers.
<i>Job Family:</i>	Student Records
<i>Job Family Group:</i>	Student Support Services
<i>Management Level:</i>	7 Individual Contributor

### JOB SUMMARY

Resolves complex and unusual immigration cases. Advises students and scholars about government regulations. Provides leadership, guidance and direction to other members of advising team. Provides guidance in the development and implementation of immigration related policies and procedures faced by international students and scholars. Develops and implements programs and services to enhance the international student and scholar experience.

### JOB QUALIFICATIONS:

#### Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	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		2 years	
	X	4 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

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Knowledge of federal immigration and other regulations pertaining to international students and scholars.
X		Experience in an office environment.

## Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated English writing skills and computer literacy.
	X	Experience with university administrative computer systems.
	X	Experience working with diverse languages and cultures.
	X	Familiarity with USC campuses and the greater Los Angeles area.

## Other Job Factors

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Resolves complex and unusual immigration cases. Determines effective and equitable solutions when international students or scholars have conflicts or require assistance interpreting U.S. Immigration regulations. Advises students or scholars on Department of Homeland Security (DHS) regulations, as well as academic, financial, and personal issues.				
Evaluates eligibility and verifies student or scholar status according to application materials. Prepares and signs official documents required by U.S. government agencies. Tracks submissions and responds to related inquiries. Makes arrangements for new students to enroll for classes. Creates and maintains files.				
Assists in preparing complex immigration cases for review and approval from DHS/SEVP/DoS, including preparation of forms, memoranda and formal letters. Makes accurate and timely presentation of critical cases to DHS.				
Provides leadership, guidance and direction to other members of advising team. Trains other advisors on U.S. Immigration regulations. Schedules and assigns workloads.				
Serves as a Designated School Official (DSO). Issues I-20s for F-1 students and their dependents.				
Serves as an Alternative Responsible Officer (ARO). Issues DS 2019 forms for J-1 students and scholars.				
Acts as liaison between students/scholars and foreign consulates and/or government agencies to facilitate stays in the United States or arrange foreign travel.				
Provides guidance in the development and implementation of immigration related University policies and procedures faced by international students and scholars.				
Develops and implements services and programs designed to promote inclusion and integration of members of the international community into the University experience. Continually evaluates services and operations for efficacy and makes recommendations for changes or additions as necessary.				
Creates and edits communication tools (newsletters, websites, multimedia resources, etc.) to promote services and programs and provide essential information to international students and scholars and the greater campus community.				

## Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>

