



International Students and Scholars Advisor I Job Description

JOB INFORMATION

<i>Job Code:</i>	137035
<i>Job Title:</i>	International Students and Scholars Advisor I
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or resource workers.
<i>Job Family:</i>	Student Records
<i>Job Family Group:</i>	Student Support Services
<i>Management Level:</i>	8 Individual Contributor
International Students and Scholars Advisor I-137035	

JOB SUMMARY

Reviews and processes necessary applications required by United States government agencies for students and scholars. Advises students and scholars concerning government regulations pertaining to immigration-related issues. Assists in the development of services and programs for the university's international community.

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		1 year	
	X	2 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.
X		Demonstrated English writing skills and computer literacy.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
	X	Experience with university administrative computer systems.
	X	Experience working with a wide range of languages and cultures.
	X	Familiarity with USC campuses and the greater Los Angeles area.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Provides fair and effective solutions when international students or scholars have conflicts or require assistance interpreting US immigration regulations. Advises students and scholars on Department of Homeland Security (DHS) regulations, as well as academic 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.				
Advises students, departmental advisors, and faculty to determine effective solutions to help students or scholars meet immigration policies set forth by the Department of Homeland Security (DHS) and the Student and Exchange Visitor Program. May meet with parents and/or guardians to provide information and facilitate problem solving.				
For F-1 students: Reviews academic data in order to process applications to be submitted to U.S. Citizenship and Immigration Services for Optional Practical Training, program extensions, and new I-20s for dependents. Provides suggestions or alternatives for incomplete applications, as appropriate. Tracks student status and enrollment. Prepares and signs official documents required by U.S. agencies or foreign governments. For J-1 students/scholars: Reviews eligibility for extensions, academic training, and other applications to Department of State.				
Assists in the development and implementation of services and programs designed to promote belonging, engagement 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.				
Guides students, scholars and their dependents through the F-1 and J-1 visa authorization process. Appeals directly to consulates if/when necessary.				
Acts as liaison between students/scholars and foreign consulates and/or government agencies to facilitate stays in the United States or arrange foreign travel.				
Participates in periodic revisions of applications, office forms and documents. Assists in developing new form letters and informational materials and text on the Office of International Services website.				
Assists in the design and delivery of programs such as orientation, passport verification, English language program, webinars and International Education Week. Provides support to other programs offered by the Office of International Services throughout the year.				
May provide leadership, guidance and supervision to student workers and/or graduate assistants. Assists subordinates in providing successful immigration related programs and/or cultural programs. Provides training and feedback when necessary.				
Encourages a workplace culture where all employees are valued, value others and have the opportunity to contribute through their ideas, words and actions, in accordance with the USC Code of Ethics.				

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		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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 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/			Yes

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.