



International Students and Scholars Advisor II Job Description

JOB INFORMATION

Job Code:	137036
Job Title:	International Students and Scholars Advisor II
FLSA Status:	Exempt
Supervisory:	Leads employees performing similar work on a project basis.; May oversee student, temporary and/or casual workers.
Job Family:	Student Records
Job Family Group:	Student Support Services
Management Level:	8 Individual Contributor
International Students and Scholars Advisor II	

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

Req	Pref	Degree	Field of Study
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

Req	Pref	Work Experience	Experience Level
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

Req	Pref	Functional Skills
X		Knowledge of federal immigration and other regulations pertaining to international students and scholars.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Experience in an office environment.
X		Demonstrated English writing skills and computer literacy.
	X	Experience with university administrative computer systems.
	X	Experience working with a wide variety 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
Resolves complex and unusual immigration cases. Determines fair and effective 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 a culture of belonging and to integrate 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.				
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 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		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

Other Requirements			
<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		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.