



Exchange Visitor Program Administrator Job Description

JOB INFORMATION

<i>Job Code:</i>	137037
<i>Job Title:</i>	Exchange Visitor Program Administrator
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	May oversee staff, students, volunteers, agencies and/or resource employees.
<i>Job Family:</i>	Student Records
<i>Job Family Group:</i>	Student Support Services
<i>Management Level:</i>	6 Manager
Exchange Visitor Program Administrator	

JOB SUMMARY

Manages and oversees the J-1 Exchange Visitor Program (EVP) services, policies and activities for the Office of International Services. Advises J-1 scholars and students regarding current immigration and EVP regulations. Maintains current J-1 programs and services such as faculty/staff workshops, website information and J-1 arrival orientation. Develops system operating procedures and implements system improvements.

JOB QUALIFICATIONS:

Education

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

Additional Education

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

X 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		5 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		Thorough knowledge of U.S. Federal immigration regulations.
X		Prior office experience.
X		English writing skills.
X		Demonstrated interpersonal, critical thinking and communication skills.
X		Demonstrated proficiency in Microsoft Office.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
	X	Experience working with heterogeneous languages and cultures.
	X	Familiarity with university campus and Los Angeles area.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Manages and oversees the J-1 Exchange Visitor Program (EVP) services, policies and activities for the Office of International Services. Plans, develops, implements, communicates and evaluates EVP policies, services and operations, in accordance with changing regulations. Reviews internal operations to determine compliance with established policies and procedures. Ensures program objectives are met. Recommends changes as necessary.				
Supervises assigned staff. Schedules and assigns work. Assesses performance and provides feedback. Trains, assigns tasks, counsels and disciplines staff and/or student workers, as needed.				
Advises faculty, administrative staff and program participants on J-1 immigration regulations and related program policies and procedures. Resolves immigration issues. Interprets immigration regulations concerning visiting scholars, researchers, off-shore program participants and third-party sponsored degree students. Reviews departmental requests for exchange visitors to determine program eligibility.				
Resolves immigration issues presented by program staff, university administrators and other constituencies. Works with U.S. embassies abroad to resolve exchange visitor visa delays. Develops strategies to resolve delayed cases with government agencies. Facilitates government services for exchange visitors by coordinating with state and federal agencies. Analyzes difficult issues and develops tools and resources to improve management of the program.				
Assesses exchange visitor needs and develops programs and services to meet identified needs. Researches, plans, coordinates and maintains J-1 programs, services and special events such as faculty/staff workshops and J-1 arrival orientation for exchange visitors and their sponsors.				
Manages the communication strategy of the exchange visitor program. Publicizes program services and events. Maintains current J-1 program information on website. Designs and develops information and promotional materials.				
Determines eligibility for J-1 visa status and appropriate J-1 category. Evaluates and grants requests for extra-university work authorization by Exchange Visitors and fee waivers, as appropriate.				
Plans and implements events such as workshops, orientations and receptions. Evaluates events for future planning and revisions.				
Oversees maintenance and updates SEVIS system recording keeping with participant information. Monitors system input and output for accuracy and currency of information. Assesses system functionality. Evaluates, recommends and implements refinements in department operations to ensure integrity of system data and compliance with federal reporting requirements. Develops and implements database management procedures.				
Compiles and formats data for special, studies, reports; and/or reviews data gathered by others for accuracy. Prepares reports, as required.				
Assists in budget development by gathering, analyzing and reporting data. Provides projections and recommendations, as requested. Monitors assigned budget lines and reports variances.				
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

<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.