

INTERNATIONAL STUDENT PROGRAM SPECIALIST

CLASS SUMMARY

Under general direction, performs technical and related duties pertaining to international students. Applies policies and regulations in regard to Immigration and Naturalization Service regulations and procedures, registration, orientation, retention, and transfer. Coordinates a variety of recruitment and service activities for the International Student Program; and perform other duties as assigned.

REPRESENTATIVE DUTIES

Prepare, maintain, and monitor records and files of international students in accordance with INS, Custom Enforcement Department of Homeland Security, and college regulations. Evaluate, review, and advise students in meeting their basic needs including but not limited to immigration status, academic standing, employment and documents. Assists in the resolution of problems on complex issues as it pertains to international students including immigration issues and areas of service. Maintain statistics and prepare reports of the International Student Program. Monitor student F-1 Visa status, retention, and academic progress. Coordinate, facilitate and monitor student recruitment and articulation/orientation activities directed at district high schools and English Language programs. Conduct orientation on Immigration regulations, registration requirements, and information on maintaining student status. Gives outreach presentations, schedules and monitors special tours and campus visitations and coordinates outreach with admissions, counseling, health center, district safety and special outreach programs. Process a variety of forms and applications related to the F-1 International Student Programs such as program extensions, transfers, practical training experience and other related matters. Provide assistance to students in transfer procedures. Serve as liaison between students and Department of Immigration, Counselors, Instructors, and staff. May direct work of student assistants.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated manager/administrator.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Any combination of training and/or education equivalent to an Associates degree and two years of related experience working with F-1 visa students or other international student groups. Additional relevant experience may be substituted for the educational requirement on a year-for-year basis.

INTERNATIONAL STUDENT PROGRAM SPECIALIST cont'd

Knowledge and Abilities

Knowledge of: State and Federal regulations, INS laws, procedures, regulations, and other INS documents as it pertains to international students; modern office equipment and basic computer programs.

Ability to: Establish good working relationships with students, faculty, staff and outside agencies; conduct oral presentations; learn related mainframe and computer applications programs.

Skills: Posses a valid California Motor Vehicle License.