

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT JOB
DESCRIPTION**

JOB TITLE: International Student Coordinator

DATE PREPARED: Fall 2003

DATE REVISED: Fall 2006; Summer 2007; Spring 2009; Fall 2009; Fall 2011; Summer 2012; Spring 2015; Fall 2016

GENERAL SUMMARY:

A senior (lead) level career path position within the campus international/multicultural office responsible for coordinating the functions and services of a campus international office. Responsible for intricate form processing and extensive information input utilizing extensive knowledge and training and a considerable amount of independent action and judgment. Oversees and coordinates the student registration process. Acts as the location Primary Designated School Official (PDSO) as it relates to the highest level of access of the federally mandated software system SEVIS (Student and Exchange Visitor Information System).

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Adheres to strict student and immigration status confidentiality guidelines.
- Responsible for actual input of information into the governed system SEVIS (Student and Exchange Visitor Information System) within strict established deadlines which ultimately may impact the ability of the campus to accept F-1 visa students.
- Prepares, analyzes, reviews reports related to United States Citizenship and Immigration Services (USCIS) and institutional documents.
- Provides detailed information related to immigration procedures. Assists the students in completing forms required for a wide variety of college, state and federal policies, procedures and regulations.
- Designs, plans, and implements workshops, orientations and seminars addressing international student related issues.
- Provides academic advisement and language assessment for English as a second language student. Acts as a liaison with other departments to facilitate communication and meet special needs. Monitors students' progress.
- Manages integrity of student files, reviews and evaluates international student records and resources.
- Facilitates in external/personal procedures through referral with such problems as health insurance, income tax preparation and other government and community services.

International Student Coordinator

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PRINCIPAL DUTIES AND RESPONSIBILITIES: - continued

- Serves as liaison among international students, college/district, other colleges/universities and the Immigration and Naturalization Service.
- Develops and/or maintains a database on ESL students; performs periodic reviews and follows-up with student to counsel in needed areas.
- Provides training and guidance for SEVIS I-20 input and reporting to other designated specialists.
- Participates in recruitment activities as required.
- May hire, train, and evaluate lower level staff.
- May perform designated duties in the absence of director.
- May manage a specific budget allocation.
- Performs other duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIREMENTS:

Work with light, easy to handle materials requiring little physical effort.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Bachelor's degree or higher plus four years of experience working in a student development, academic advisement environment, with at least one year of experience working with immigration and residency procedures **or** Associate's degree plus six years of experience working in a student development, academic advisement environment, with at least one year of experience working with immigration and residency procedures. Requires knowledge of regulation established by federal and state agencies. Extensive knowledge of computer software and hardware in order to maintain extensive databases and records and perform required reporting. Ability to deal effectively with a variety of individuals from diverse backgrounds and to communicate effectively both orally and in writing. The ability to provide quality customer service. Official transcript will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***