Job Description

Job Title: International Student Specialist **JTC: CLO**

II Salary Range: N03 **FLSA: Non-Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

A second level career path position within the campus international/multicultural office responsible for intricate form processing and extensive information input related to all international students and non-native speakers of English students at the campus location.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

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. Interprets and implements complex immigration laws, rules, and regulations, with regard to international students.

Ability to compile data and develop written and statistical reports. Able to advise students on how to maintain legal immigration status through document processing, written materials and workshops. Able to conduct general student orientations to disseminate general information about the campus/location the department functions and services.

Able to provide orientations for international students and host families. High interpersonal and communication skills, with a proven ability to consult, counsel and liaise with a wide range of people from culturally diverse backgrounds. Able to work cooperatively and proactively with all departments to provide information, clarification and responses to inquiries on the Universities policies and procedures from staff, faculty, students and others.

Able to provide students with information materials, advise how to access public resources and hold workshops to address specific immigration concerns. Ability to maintain awareness and knowledge of how culture and language influence learning styles, adjustment to the U.S., differences, and impact on attitudes and behavior. Handles sensitive cases and problems in an appropriate and confidential manner and refers international students with personal issues to counselors.

Ability to read and interpret complex documents such as procedure manuals and ability to write reports. Demonstrate ability to exercise excellent judgment and discretion. Ability to provide quality customer service

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. Occasionally may be required to lift and carry materials weighing up to 10 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associate's degree plus two (2) year of experience. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for providing professional level work associated with student intake, assessment, academic advisement, articulation, and ongoing support services to international students or non-native speakers of English. Provides detailed information related to immigration procedures, handles detailed immigration paperwork to ensure compliance with rules and regulations, and inputs related information into the federally mandated software system SEVIS (Student and Exchange Visitor Information System) as required by the U.S. Department of Homeland Security.

Responsible for the actual registration, drop/add and withdrawal functions, including the actual data entry into the registration system for each student advised. Provides academic advisement and makes referrals to campus testing center for language assessment for English as a Second Language (ESL) students in order to enable correct course placement. 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.

Serves as liaison among international students, college/district, other colleges/universities and the Immigration and Naturalization Service. Facilitates in external/personal procedures through clarification and intervention with such problems as health insurance, income tax preparation and Immigration and Naturalization Services. Refer students to community resources as appropriate. Works with other staff members or on specific committees/councils to identify specific needs unique to international students.

Develops and/or maintains a database on ESL students; performs periodic reviews and follows-up with student to counsel in needed areas. Designated to carry out actual input of information into the federally mandated software system SEVIS (Student and Exchange Visitor Information System); works within stringent and pre-established deadlines which do not comply could impose a financial penalty to the institution. Manages completeness of student files, reviews and evaluates international student records and resources.

Completes required DCCCD Professional Development training hours per academic year. Utilizes excellent communication skills and the ability to interact with diverse internal/external stakeholders and constituents within the DCCCD community network. Provide excellent customer service.

Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to

perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.