UNIVERSITY OF RODE ISLAND

Position Description

TITLE: Coordinator, International Student Services

DIVISION: Academic Affairs (University College)

REPORTS TO: Director, Office of International Education

GRADE: 10

SUPERVISES: Clerical support staff, student workers, interns, and volunteers

BASIC FUNCTION:

Under the general direction of designated supervisor(s), evaluate and authorize presence of international students, scholars and their dependents; assure compliance with federal immigration laws and policies; coordinate diverse campus services designed to assist international students, scholars, faculty and staff; and increase campus awareness of the needs of international students, scholars, faculty and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Advise non-immigrant students, scholars, faculty, and their dependents on visa status, cultural adjustments and employment.

Assess and coordinate support services for international students and scholars. Publish a quarterly newsletter for the University and its constituent international community.

Coordinate workshops and administrative tasks necessary to maintain appropriate documentation and record keeping in accordance with the Department of State, the Department of Justice and the Immigration and Naturalization Service.

Develop supplemental funding sources for expansion of supportive services for international students and scholars.

Coordinate the application of statutory and regulatory changes concerning non-immigrant students, scholars, faculty, and dependents.
Provide problem-solving assistance to non-immigrant students, scholars, faculty and their dependents.

Serve as an advocate for international students, scholars, faculty and their dependents at all levels of the University.

Assist in policy development for the Office of International Students and Scholars.

Represent the Office on committees and at University events.

Coordinate the operation of the International Student Center.

Advise organizations representing international students.

**LICENSES, TOOLS AND EQUIPMENT:**

Personal computers, printers, and word processing, database management and spreadsheet software.

**ENVIRONMENTAL CONDITIONS:**

The incumbent is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

Bachelor’s degree with two years of experience in international student affairs work at the higher education level, which demonstrates knowledge of international programs, international education and regulations required, or a master’s degree required with one year of experience. This position requires that the incumbent possess the ability to communicate effectively orally and in writing, be able to organize, coordinate and supervise support staff, be able to interpret institutional policies, plans, objectives, rules and regulations and to communicate the interpretation to subordinates and others. Must be able to prepare and present detailed studies and reports, including recommendations concerning the substance of the studies and reports. Must possess strong interpersonal skills and the ability to prepare and deliver oral presentations before small, medium and large groups of people.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**