UNIVERSITY OF RHODE ISLAND  
Position Description

TITLE: Specialist, International Student Services

DIVISION: Academic Affairs (University)

REPORTS TO: Director, Office of International Education

GRADE: 7

SUPERVISES: Clerical support staff

BASIC FUNCTION:
Within the Office of International Students and Scholars, as mandated by the Office of Homeland Security, be responsible for ensuring that the University's international students and exchange visitors are in compliance with visa regulations.

ESSENTIAL DUTIES AND RESPONSIBILITES:
Under the direction of the Director of International Education, be responsible for providing various University offices and departments with verification of information and documents with regard to matters related to international students and exchange visitors.

Responsible for setting up and maintaining the Student and Exchange Visitor Information System (SEVIS) records (both paper and electronic) required by the State Department, as well as by the University, for all international students, which include but are not limited to those who are actively enrolled, terminated and/or graduated, and/or cancelled, withdrawn or transferred to other schools. Use SEVIS to establish the records online.

Responsible for responding to alerts from the Department of Homeland Security, United States Citizenship and Immigration Services and the Department of Justice concerning such matters as employment authorization end dates, service center adjudication results, changes of status, terminations and general verification of F-1 and J-1 international students’ and exchange visitors’ employment and research activities.

Responsible for obtaining and verifying the required information and documents needed for the issuance of Forms I-20 and DS-2019 in order to obtain visas for students, dependents of students and scholars to enter the U.D. separately.

Ensure that students’ and exchange visitors’ and dependents’ immigration documents are updated when changes occur, and that letters are prepared on behalf of degree and non-degree international students, scholars and their dependents to satisfy the requirements of various U.S. Government Offices, University departments, etc.

Responsible for reviewing visas, passports, I-94 cards, I-20 and DS-1029 documents before degree and non-degree international students, exchange visitors and/or dependents travel abroad.
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Responsible for the verification of exchange visitors’ compliance with the State Department health and accident insurance coverage requirements, including for their dependents. Confer regularly with the University’s Health Services to ensure that students and their dependents have the proper health and accident insurance coverage.

Responsible for responding to a variety of inquiries made by international students and exchange visitors regarding visas, embassy appointments, U.S. employment, University billings, insurance coverage, drivers’ licenses, requirements for bringing dependents to the U.S., etc. Respond to related questions that may be raised by University departments.

Keep current on federal and state regulations pertaining to record-keeping for international students and exchange visitors.

Troubleshoot potential problems regarding status of both incoming and current students and inform both the director and international advisors.

OTHER DUTIES AND RESPONSIBILITIES:

Assist the Coordinator of International Student Services with the preparation of all relevant federally mandated reports.

Perform additional duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

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

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Bachelor's degree; one year of work experience utilizing knowledge of federal regulations regarding international hiring practices or international education; strong computer skills, including word processing and database software; ability to communicate effectively orally and in writing; ability to organize, coordinate and supervise support staff; ability to interpret institutional policies, plans, objectives, rules and regulations, and to communicate the interpretation to others; excellent interpersonal skills and the ability to communicate effectively with a diverse clientele. Preferred: Work experience in a higher education environment utilizing knowledge of federal regulations as they apply to international students, exchange visitors and their dependents; experience using Student and Exchange Visitor Information System (SEVIS).

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