

Job Code: 100419
Position #: (PSA) ... (E)
Developed by . . . GA-A
Reviewed by. . DLJ, LK
Approved by LK
Date: 12/19

UNIVERSITY OF RODE ISLAND

Position Description

TITLE: Assistant Director, International Student and Scholar Services

DIVISION: Academic Affairs (Provost)

REPORTS TO: Vice Provost for Global Initiatives/Senior International Officer

GRADE: 12

SUPERVISES: Professional staff, clerical support staff, student workers, interns, and volunteers

BASIC FUNCTION:

Under the general direction of designated supervisors, serve as Principal Designated School Official (PDSO) and Responsible Officer (RO). Supervise professional staff including Designated School Official (DSO) and Alternate Responsible Officer (ARO). Ensure compliance with federal immigration laws and policies; evaluate and authorize presence of international students, scholars and their dependents; coordinate diverse campus services designed to assist international students, scholars, faculty and staff; increase campus awareness of the needs of international students, scholars, faculty and staff as well as the value international students, faculty and staff bring to the institution.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supervise professional staff.

Undertake compliance tasks and reporting as relates to and required by Student and Exchange Visitor Program (SEVP), Department of Homeland Security (DHS) and Department of State (DOS).

Coordinate workshops and administrative tasks necessary to maintain appropriate documentation and record keeping in accordance with DOS, DHS, and the Department of Justice (DOJ).

Serve as contact for SEVP, Customs and Border Patrol, related government agencies and consulates.

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

Assess and coordinate support 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.

Advise organizations representing international students.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned.

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:

REQUIRED: Bachelor's degree with two years of experience in international student affairs work at the higher education level, knowledge of international programs, and, international education & regulations, OR Master's degree with one year of experience in international student affairs work at the higher education level, knowledge of international programs, and, international education & regulations; Demonstrated advanced knowledge of the federal regulations required to carry out the full range of tasks codified in 8CFR 214 and 22CFR 62; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated supervisory experience; Demonstrated ability to interpret institutional policies, plans, objectives, rules and regulations and to communicate the interpretation to others; Demonstrated ability to prepare and present detailed studies and reports,

including recommendations concerning the substance of the studies and reports; and,
Demonstrated ability to work with diverse groups/populations.

PREFERRED: Bachelor's degree with five years of experience in international student and scholar affairs work at the higher education level, experience as a PDSO and RO, advanced knowledge of federal regulations, ability to work with federal agencies and consulates, and knowledge of international programs and international education, OR Master's degree with two years of experience in international student and scholar affairs work at the higher education level, experience as a PDSO and RO, advanced knowledge of federal regulations, ability to work with federal agencies and consulates.

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