

University of Houston – Clear Lake

Position Description

Job Title: **International Student Advisor**

Job Code: **2844**

Pay Grade: **030**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree.	
Experience	One year experience in higher education (college or university setting) Admissions, Records or Enrollment.	International Student Admissions or equivalent. Bilingual or other culturally diverse experience.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Advises and counsels prospective and currently enrolled international students regarding university and immigration agencies rules and regulations. Assists in admissions processing for all international students including record maintenance, transcript evaluations and correspondence. Responsible for reporting and issuing immigration documentation and enforcing university, state and federal policies and procedures as they pertain to international students. Assists in development of services and programs for international students.

Duties and responsibilities	% Time
Advises and counsels prospective international students concerning admission criteria of the university, adjusting to American culture and getting settled in the university community. Advises international students on a daily basis regarding academic programs, academic progress, curricular and optional practical training, immigration issues. Assists students in preparation of documents for transfer or to be submitted to Department of Homeland Security (DHS) agencies or a U.S. consulate.	40
Provides admissions services including official transcript evaluation, record maintenance, and documentation for DHS agencies, including acceptance/denial letters and SEVIS I-20s. Evaluates applications received from prospective international students to determine preliminary admission criteria. Monitors enrollment and immigration status of current F1 students, handles insurance waivers, provides ad hoc letters for students such as permission to co-enroll at another institution of higher education, introduction for students visiting U.S. consulates, recommendation letters to DHS agencies and International Student Advisor reports for students transferring to other schools.	35
Maintains international student files by reviewing accuracy of data entry of required documentation on PeopleSoft; overseeing preparation and mailing of status letters, and sending documentation for admission to the respective schools. Participates in outreach events designed to attract international students and assists in development of services, programs and policies for international students. Produces and updates publications, forms, announcements and newsletters on a regular basis.	15
Interacts with officials representing state/federal agencies and peer institutions regarding International Education and Student Services	10

This position description describes the general qualifications, duties and responsibilities of work being performed.