

University of Houston – Clear Lake

Position Description

Job Title: **Senior International Student Advisor**

Job Code: **2842**

Pay Grade: **040**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree required.	
Experience	One year experience in International Admissions or advising in a higher education environment.	Master's degree; bilingual or other culturally diverse experience; F-1 advanced training.
License/Certification		

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

POSITION SUMMARY

General oversight in the absence of Assistant Director, Admissions, International Activities. Advises and counsels prospective and currently enrolled international students regarding university and USCIS rules and regulations. Assists in admissions processing for all international students including record maintenance, transcript evaluations, and correspondence. Responsible for reporting and issuing USCIS 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

General oversight in the absence of Assistant Director, Admissions, International Activities. Represents the international area in meetings as determined by the Assistant Director of Admissions-International Activities or Director of Admissions. Serves as backup ARO. 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, practical and curricular training, immigration status issues. Assists students in preparation of documents for transfer or to be submitted to INS or a US Consulate.	40
Provides admissions services including official transcript evaluation, record maintenance, and USCIS documentation, including acceptance/denial letters and I-20's. 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 school, introduction for students visiting US Consulates or USCIS, recommendation letters and International Student Advisor's Reports for students transferring to other institutions.	35
Maintains international student files by reviewing accuracy of data entry of required documentation on SIRS, overseeing preparation and mailing of status letters, and sending documentation for admission to the respective schools. Participates in recruiting 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; other duties as assigned.	10
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This position description describes the general qualifications, duties and responsibilities of work being performed.