

**JOB INFORMATION**

Effective Date	4/21/2022
Job Code:	2847
Job Title:	International Outreach Manager
Salary Grade/Structure:	030 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Academic Affairs
Job Family:	International Admissions
Job Summary	The International Outreach Manager guides and counsels prospective and currently enrolled international students regarding university and immigration agencies rules and regulations. Assists in admissions processing for international students including; record maintenance, transcript evaluations and correspondence. Oversee territory management of SEVP High Schools, Community Colleges, Agent Relations, and Community Partners. 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; assists in the management of the CRM and acts as a representative during on and off campus recruiting events.

**COMPETENCIES**

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree		Required	
Master's Degree		Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Progressive experience in international admissions counseling and/or recruiting and advising.	Required	
Some	International student admissions or equivalent. Bilingual or other culturally diverse experience.	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
-------------------------	--------------------------------	------------	--------------------	--

## Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> <li>Must have strong working knowledge of immigration regulations related to students in various visa categories, primarily F-1 status students.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Thorough understanding of university policies regarding admission and enrollment.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Ability to communicate effectively in speech and writing and to interact with a broad range of clientele.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Must possess strong leadership skills and be a self-starter who can work with minimal supervision.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Ability to organize and prioritize work and to work under strict deadlines.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Sensitivity to cultural diversity as well as the ability to provide professional and personal counseling.</li> </ul>	Skilled
<ul style="list-style-type: none"> <li>Designated School Official - signature authority on SEVIS I-20s and immigration related documents maintained at DHS agencies or U.S. Consulates.</li> </ul>	Skilled

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>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, and immigration issues.</li> </ul>	45%
<ul style="list-style-type: none"> <li>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 international students. Monitor agent relations portal, communicate with prospective agents and commissions work flow. Oversee recruitment initiatives on and off campus, may include international recruitment travel.</li> </ul>	30%
<ul style="list-style-type: none"> <li>Serves as contact person and coordinator for vendors/agents used in recruitment; works with the Director, International Admissions and Student Services and MARCOM to create electronic experiences with the vendors/agents to attract potential students and increase applications and new student enrollment. Manage the development and delivery of on-campus, off-campus, or virtual events and programs for groups and individuals.</li> </ul>	15%
<ul style="list-style-type: none"> <li>Participates in outreach events designed to attract international students and assists in development of services, programs and policies for international students. Travels internationally to support recruitment plan Aid the Director of International Admissions &amp; Student Services with systems solutions (CRM) to track prospective students through application and yield, and produce trend reports and analysis.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Other related duties as assigned.</li> </ul>	5%

## PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No

Pulmonary Function Test:	No
--------------------------	----

## PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

### Travel Requirements

Estimated Amount	Brief Description
5%	