

**JOB INFORMATION**

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Effective Date          | 4/28/2022                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Job Code:               | 2860                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Job Title:              | Manager, Int'l Admissions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Salary Grade/Structure: | 050 - Admin-Professional                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Career Level Name:      | M4 - Senior Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| FLSA Name:              | Exempt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| EEO Code:               | 10-Exec, Admin, Mgmt                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Job Function:           | Academic Affairs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Job Family:             | International Admissions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Job Summary             | The Manager for International Admissions and Student Services reports to the Director for International Admissions and Student Services and assists with providing immigration compliance, advising, admissions and services to international students and their dependents. Draws on knowledge of available resources pertaining to international students and dependents immigration status. Demonstrates a knowledge of current federal regulations relating to status of international students and their dependents in addition to developing programs and activities relating to alumni relations and current international students. Establishes and maintains satisfactory management of team members. |

**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/<br>Preferred |    |
|-------------------|-------------------|------------------------|----|
| Bachelor's Degree |                   | Required               | or |
| Master's Degree   |                   | Preferred              |    |

## Work Experience

| Experience   | Experience Details                                                                                                                                   | Required/<br>Preferred |    |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|----|
| Some         | Three years of experience working with international students in secondary or post secondary education.                                              | Required               | or |
| Considerable | Four years of experience working with international students in secondary or post- international students in secondary or post- secondary education. | Preferred              |    |

## Licenses and Certifications

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

## Knowledge, Skills and Abilities

| KSAs                                                                                                                              | Proficiency |
|-----------------------------------------------------------------------------------------------------------------------------------|-------------|
| • Must have an understanding of current state and federal international student regulations.                                      | Proficient  |
| • Must be able to communicate professionally and effectively with students, faculty, and staff. As well as external constituents. | Proficient  |
| • Must be able to collaborate effectively as part of a team.                                                                      | Proficient  |
| • Must have strong working knowledge and ability to use SEVIS-Student Exchange Information Systems.                               | Proficient  |
| • Must have working knowledge and ability to use PeopleSoft and Microsoft Office Suite applications.                              | Skilled     |
| • Must be able to operate independently along with the ability to problem solve.                                                  | Proficient  |
| • Must have strong interpersonal skills.                                                                                          | Skilled     |
| • Must be able to serve as Designated School Official in SEVIS Migration.                                                         | Proficient  |
| • Must be able to manage all services and programs for International students with minimal direction from assigned.               | Skilled     |

## JOB RESPONSIBILITIES

Campus Security Authority ☒

Remote Work Capable ☐

## Essential Functions

| Essential Function                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | % TIME |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| • Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities. Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.                                                                                                                                                                                                           | 20%    |
| • Supports planning of budget for unit(s) under their supervision and assists Director in planning and budgeting for department. Trains the program and support staff and supervises the selection process for student workers. Coordinates and maintains standards of excellence for programs. Provides direction for the planning and promotion of program activities and for the establishment of an ongoing program of leadership development for students and professional development of support staff . | 15%    |
| • Oversee SEVIS Compliance; collects, tracks, and logs International Students documentation and processes in a timely manner. Maintains records in conjunction with other university DSO's that comply with federal and state requirements and prepares records and reports for corresponding audits on International Students enrollment and success.                                                                                                                                                         | 15%    |
| • Serves as a source of information and referral to international students needing assistance. Assists with issue resolution when necessary. Acts as the liaison between student success services and academic advising.                                                                                                                                                                                                                                                                                       | 15%    |
| • Advocates for institutional policies and procedures; reviews current processes and procedures and collaborates on the implementation of new technologies and workflows to improve services to students.                                                                                                                                                                                                                                                                                                      | 15%    |
| • Serves on University and Division committees as needed. Represents the department at orientation and other events which require presentations and/or tables. Works with community organizations to assist International Students. Markets the Office of Global Learning and Strategies programs and services to audiences across campus.                                                                                                                                                                     | 5%     |
| • Plans and presents OPT/CPT workshops on campus to students, faculty, and staff.                                                                                                                                                                                                                                                                                                                                                                                                                              | 5%     |
| • Manage special projects and other duties as assigned by Director.                                                                                                                                                                                                                                                                                                                                                                                                                                            | 5%     |
| • Other related duties as assigned.                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 5%     |

## PRE-EMPLOYMENT

|                          |     |
|--------------------------|-----|
| MVR:                     | No  |
| Criminal History:        | Yes |
| Physical Exam:           | No  |
| Hearing Exam:            | No  |
| Pulmonary Function Test: | No  |

## PHYSICAL DEMANDS/WORKING CONDITIONS

### 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   |        |              |            |            |
| Humid                  | X   |        |              |            |            |
| Wet                    | X   |        |              |            |            |
| Noise                  | X   |        |              |            |            |
| Hazards                | X   |        |              |            |            |
| Temperature Change     | X   |        |              |            |            |
| Atmospheric Conditions | X   |        |              |            |            |
| Vibration              | X   |        |              |            |            |

## Travel Requirements

| Estimated Amount | Brief Description |
|------------------|-------------------|
| 0%               |                   |