

**JOB INFORMATION**

Effective Date	8/14/2021
Job Code:	2861
Job Title:	Sr. International Student Counselor
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	P3 - Senior Professional
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Academic Affairs
Job Family:	International Admissions
Job Summary	The Sr. International Student Counselor for International Admissions and Student Services assists with providing immigration compliance, advising, admissions and services to international students and their dependents for prospective and current students. Assists in the admissions processing for all international students including, record maintenance, transcript evaluations, and correspondence. Manage personnel and Work Study students. Establishes and maintains satisfactory relationships with international student groups and government agencies. Serves as Designated School Official (DSO).

**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	Two years of experience working with international students in post-secondary education.		
Master's Degree	International Student admissions and compliance or equivalent. Culturally diverse experience.		

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	Two years of experience working with international students in secondary or post-secondary education.	Required	
Progressive	International Student admissions, immigration compliance or equivalent. Culturally diverse experience.	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
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## Knowledge, Skills and Abilities

KSAs	Proficiency
• Must have an understanding of current state and federal international student regulations.	Skilled
• Must be able to communicate professionally and effectively with students, faculty and staff, as well as external constituents.	Skilled
• Must be able to collaborate effectively as part of a team.	Skilled
• SEVIS - Student Exchange Information System.	Skilled
• Knowledge of PeopleSoft.	Skilled
• Skills in Microsoft Office, specifically Word, Excel, and PowerPoint.	Basic
• Oral/Written Communication Skills.	Skilled
• Ability to solve problems.	Skilled
• Interpersonal Communication Skills.	Skilled
• Ability to organize and analyze student and immigration data.	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%
• 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 .Provides training and resources for DSO's to ensure compliance with all fede	20%
• 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.	10%
• 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.	10%
• Plans and presents OPT/CPT workshops on campus to current students, faculty, and staff.	5%
• Handles special projects and other duties as assigned by the Director.	5%

## PRE-EMPLOYMENT

MVR:	No
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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

