UNIVERSITY OF SOUTHERN CALIFORNIA

International Students and Scholars Advisor II

Job Code: 137036

OT Eligible: No

Comp Approval: 8/1/2016

JOB SUMMARY:
Resolves complex and unusual immigration cases. Advises students and scholars about government regulations. Provides leadership, guidance and direction to other members of advising team. Provides guidance in the development and implementation of immigration related policies and procedures faced by international students and scholars. Develops and implements programs and services to enhance the international student and scholar experience.

JOB ACCOUNTABILITIES:

*E/M/NA % TIME

_________ ________ Resolves complex and unusual immigration cases. Determines effective and equitable solutions when international students or scholars have conflicts or require assistance interpreting U.S. Immigration regulations. Advises students or scholars on Department of Homeland Security (DHS) regulations, as well as academic, financial, and personal issues.

_________ ________ Evaluates eligibility and verifies student or scholar status according to application materials. Prepares and signs official documents required by U.S. government agencies. Tracks submissions and responds to related inquiries. Makes arrangements for new students to enroll for classes. Creates and maintains files.

_________ ________ Assists in preparing complex immigration cases for review and approval from DHS/SEVP/DoS, including preparation of forms, memoranda and formal letters. Makes accurate and timely presentation of critical cases to DHS.

_________ ________ Provides leadership, guidance and direction to other members of advising team. Trains other advisors on U.S. Immigration regulations. Schedules and assigns workloads.

_________ ________ Serves as a Designated School Official (DSO). Issues I-20s for F-1 students and their dependents.

_________ ________ Serves as an Alternative Responsible Officer (ARO). Issues DS 2019 forms for J-1 students and scholars.

_________ ________ Acts as liaison between students/scholars and foreign consulates and/or government agencies to facilitate stays in the United States or arrange foreign travel.

_________ ________ Provides guidance in the development and implementation of immigration related University policies and procedures faced by international students and scholars.

_________ ________ Develops and implements services and programs designed to promote inclusion and integration of members of the international community into the University experience. Continually evaluates services and operations for efficacy and makes recommendations for changes or additions as necessary.

_________ ________ Creates and edits communication tools (newsletters, websites, multimedia resources, etc.) to promote services and programs and provide essential information to international students and scholars and the greater campus community.
Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

**EMERGENCY RESPONSE/RECOVERY:**

<table>
<thead>
<tr>
<th>Essential:</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**
- Bachelor's degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
- 2 years

**Minimum Field of Expertise:**
- Knowledge of federal immigration and other regulations pertaining to international students and scholars. Experience in an office environment. Demonstrated English writing skills and computer literacy.

**Preferred Education:**
- Master's degree

**Preferred Experience:**
- 4 years

**Preferred Field of Expertise:**
- Experience with university administrative computer systems. Experience working with diverse languages and cultures. Familiarity with USC campuses and the greater Los Angeles area.

**Skills: Administrative:**
- Arrange travel
- Compose letters
- Coordinate meetings
- Establish filing systems
- Maintain filing systems
- Prepares official documents
- Prioritize different projects
- Understand and apply policies and procedures

**Skills: Other:**
- Analysis
Assessment/evaluation
Communication -- written and oral skills
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Lead/guidance skills
Organization
Planning
Problem identification and resolution
Research
Scheduling
Teaching/training

Skills: Machine/Equipment:

Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:

Leads employees performing similar work on a project basis.
May oversee student, temporary and/or casual workers.

Supervises: Nature of Work:

Administrative
Clerical/Secretarial
Professional/Paraprofessional

SIGNATURES:

Employee: __________________________ Date: __________________________
Supervisor: ________________________ Date: _________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

The University of Southern California is an Equal Opportunity Employer