UNIVERSITY OF SOUTHERN CALIFORNIA
Exchange Visitor Program Administrator
Job Code: 137037

Grade: J
OT Eligible: No
Comp Approval: 6/14/2010

JOB SUMMARY:
Manages and oversees the J-1 Exchange Visitor Program (EVP) services, policies and activities for the Office of International Services. Advises J-1 scholars and students regarding current immigration and EVP regulations. Maintains current J-1 programs and services such as faculty/staff workshops, website information and J-1 arrival orientation. Develops system operating procedures and implements system improvements.

JOB ACCOUNTABILITIES:

Manages and oversees the J-1 Exchange Visitor Program (EVP) services, policies and activities for the Office of International Services. Plans, develops, implements, communicates and evaluates EVP policies, services and operations, in accordance with changing regulations. Reviews internal operations to determine compliance with established policies and procedures. Ensures program objectives are met. Recommends changes as necessary.

Supervises assigned staff. Schedules and assigns work. Assesses performance and provides feedback. Trains, assigns tasks, counsels and disciplines staff and/or student workers, as needed.

Advises faculty, administrative staff and program participants on J-1 immigration regulations and related program policies and procedures. Resolves immigration issues. Interprets immigration regulations concerning visiting scholars, researchers, off-shore program participants and third-party sponsored degree students. Reviews departmental requests for exchange visitors to determine program eligibility.

Resolves immigration issues presented by program staff, university administrators and other constituencies. Works with U.S. embassies abroad to resolve exchange visitor visa delays. Develops strategies to resolve delayed cases with government agencies. Facilitates government services for exchange visitors by coordinating with state and federal agencies. Analyzes difficult issues and develops tools and resources to improve management of the program.

Assesses exchange visitor needs and develops programs and services to meet identified needs. Researches, plans, coordinates and maintains J-1 programs, services and special events such as faculty/staff workshops and J-1 arrival orientation for exchange visitors and their sponsors.

Manages the communication strategy of the exchange visitor program. Publicizes program services and events. Maintains current J-1 program information on website. Designs and develops information and promotional materials.

Determines eligibility for J-1 visa status and appropriate J-1 category. Evaluates and grants requests for extra-university work authorization by Exchange Visitors and fee waivers, as appropriate.

Plans and implements events such as workshops, orientations and receptions. Evaluates events for future planning and revisions.
Oversees maintenance and updates SEVIS system recording keeping with participant information. Monitors system input and output for accuracy and currency of information. Assesses system functionality. Evaluates, recommends and implements refinements in department operations to ensure integrity of system data and compliance with federal reporting requirements. Develops and implements database management procedures.

Compiles and formats data for special, studies, reports; and/or reviews data gathered by others for accuracy. Prepares reports, as required.

Assists in budget development by gathering, analyzing and reporting data. Provides projections and recommendations, as requested. Monitors assigned budget lines and reports variances.

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:**

Yes

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:**
- 5 years

**Minimum Field of Expertise:**

**Preferred Field of Expertise:**
- Experience working with diverse languages and cultures. Familiarity with USC campus and Los Angeles area.

**Skills:** Other:
- Analysis
- Assessment/evaluation
- Budget control
- Coaching
- Communication -- written and oral skills
- Counseling
- Customer service
Human resource process and employment knowledge
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Organization
Planning
Problem identification and resolution
Scheduling
Supervisory skills
Teaching/training

Skills: Machine/Equipment:

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

Supervises: Level:

May oversee staff, students, volunteers, agencies and/or resource employees.

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.

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