UNIVERSITY OF SOUTHERN CALIFORNIA
Faculty/Staff VISA Specialist
Job Code: 137039

Grade: I
OT Eligible: Yes
Comp Approval: 5/10/2006

**JOB SUMMARY:**
Provides advisement and information on foreign national hiring procedures to various departments and other concerned parties. Reviews and analyzes incoming cases. Drafts documentation such as petitions applications, forms, addenda, and letters for submission to US Government agencies. Establishes and maintains various filing systems and documentation related to the hiring of foreign national employees. Assists in preparing informational materials and conducting seminars. Ensures completion and submission of all necessary applications and materials to appropriate government agencies. Supervises student worker(s) as assigned.

**JOB ACCOUNTABILITIES:**

<table>
<thead>
<tr>
<th>E/M/NA</th>
<th>% TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>____</td>
<td>_____</td>
</tr>
<tr>
<td>Advises various departments and other concerned parties on procedures and materials necessary for completing applications for temporary employment, labor certification and permanent residence for prospective foreign national employees. Advises concerned parties on required documentation, visa options, strategic timing, etc. as needed. Coordinates with prospective employee, departmental contact person, University Payroll and Compensation Office for completion of processes.</td>
<td></td>
</tr>
<tr>
<td>____</td>
<td>_____</td>
</tr>
<tr>
<td>Prepares various memoranda and correspondence to government agencies, e.g., Department of Labor, Citizenship and Immigration Services, U.S. Consulates. Drafts documentation such as petitions, applications, forms, addenda, and letters for submission to US Government agencies.</td>
<td></td>
</tr>
<tr>
<td>____</td>
<td>_____</td>
</tr>
<tr>
<td>Reviews and analyzes incoming cases for completeness and accuracy. Monitors progress for special and/or complex cases. Follows-up, as appropriate.</td>
<td></td>
</tr>
<tr>
<td>____</td>
<td>_____</td>
</tr>
<tr>
<td>Assists in the establishment of new policies and/or procedures related to changes in established regulations.</td>
<td></td>
</tr>
<tr>
<td>____</td>
<td>_____</td>
</tr>
<tr>
<td>Assists in preparation of informational brochures and materials and in planning and conducting workshops regarding foreign national hiring procedures. Presents workshops, as required.</td>
<td></td>
</tr>
<tr>
<td>____</td>
<td>_____</td>
</tr>
<tr>
<td>Establishes and maintains various filing systems and documentation related to the hiring of foreign national employees, such as: paper files, spreadsheets, Immigrant Tracker, etc. Prepares reports, as required.</td>
<td></td>
</tr>
<tr>
<td>____</td>
<td>_____</td>
</tr>
<tr>
<td>Types applications, assembles application materials, obtains appropriate signatures, submits completed application packages to government agencies.</td>
<td></td>
</tr>
<tr>
<td>____</td>
<td>_____</td>
</tr>
<tr>
<td>Trains and supervises unit employees and/or student workers, as assigned.</td>
<td></td>
</tr>
<tr>
<td>____</td>
<td>_____</td>
</tr>
<tr>
<td>Stays informed of developments in field. Reads pertinent literature, attends meetings and participates in professional associations as appropriate. Establishes and maintains an active network of professional contacts.</td>
<td></td>
</tr>
</tbody>
</table>
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:**

**Essential:**
- 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:**
- 2 Years

**Minimum Field of Expertise:**

**Preferred Education:**
- Bachelor's Degree

**Preferred Experience:**
- 3 Years

**Preferred Field of Expertise:**

**Skills: Administrative:**
- Answer telephones
- Communicate with others to gather information
- Compose letters
- Conduct meetings
- Coordinate meetings
- Coordinate work of others
- Establish filing systems
- Gather data
- Input data
- Maintain filing systems
- Prioritize different projects
- Read handwritten text
- Research information
- Understand and apply policies and procedures
Use computerized spreadsheets  
Use database and/or word processing software  

**Skills: Machine:**
- Computer Network (Department or School)
- Computer Network (University)
- Computer Peripheral Equipment
- Fax
- Personal Computer
- Photocopier
- Typewriter

**Supervises: Level:**
May oversee student, temporary and/or casual workers.

**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