UNIVERSITY OF SOUTHERN CALIFORNIA
Manager, International Students and Scholars
Job Code: 137043

OT Eligible: No
Comp Approval: 8/1/2016

JOB SUMMARY:
Oversees major functional areas of the Office of International Services. Represents the University with federal and state governmental agencies in regard to immigration-related issues pertaining to international students and scholars. Provides leadership and supervision in areas of advising, compliance, communication and programming.

JOB ACCOUNTABILITIES:

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<td>Represents the department and the University in U.S. immigration matters pertaining to international students and scholars. Interfaces with government agencies and University departments on complex issues related to immigration status and academic policies.</td>
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<td>Maintains currency with and interprets immigration laws. Counsels international students and/or scholars on personal, financial, academic, social, and immigration matters. Refers them to University and/or external resources as appropriate.</td>
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<td>Recruits, screens, hires, trains and directly supervises subordinate staff, student workers, volunteers, and interns. Schedules and assigns work. Assesses performance and provides feedback, counseling or discipline, as needed. Terminates employees as necessary.</td>
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<td>Ensures University compliance with and serves as the principal point of contact for the Student and Exchange Visitor Program and other U.S. government agencies and departments. Makes recommendations for and assists in the nomination of an appropriate number of Designated School Officials based on the University's specific needs.</td>
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<td>Assesses student and scholar needs, and 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 changes or additions as necessary. Provides direction and leadership to other staff to carry out services and programs.</td>
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<td>Advises academic departments and other concerned offices in preparing documentation and solving complex problems related to students or scholars who are in violation of immigration status. Works with advisors in OIS and the university to help the students or scholars regain immigration status.</td>
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<td>Coordinates and conducts periodic workshops and seminars regarding immigration, academic, and cultural adjustment issues for the University and the international community. Represents the University and makes presentations at local and national conferences. Serves on Student Affairs Division and University committees concerned with international students.</td>
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<td>Develops University policies and procedures to implement government regulations.</td>
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<td>Maintains professional currency in issues related to international education and immigration policy through active participation and leadership in associations and</td>
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committees both internal and external to the University. Conducts research and writes informational papers and other resources for the University international community. Revises existing materials periodically. Writes articles for local, national and international newsletters and publications.

Compiles and analyzes data for and advises management on budget development. May approve expenditures for specific programmatic and functional areas in the department.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

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: □ No

□ 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:

Master’s degree

Combined experience/education as substitute for minimum education

Minimum Experience:

3 years

Minimum Field of Expertise:

Advanced degree in international education, student personnel administration, education, counseling, or related field.

Preferred Education:

Doctorate

Preferred Experience:

5 years

Preferred Field of Expertise:

Prefer advising and management experience within higher education setting.

Skills: Other:

Analysis

Assessment/evaluation

Communication -- written and oral skills

Conflict resolution
Counseling
Interpretation of policies/analyses/trends/etc.
Knowledge of applicable laws/policies/principles/etc.
Managerial skills
Organization
Planning
Problem identification and resolution
Public speaking/presentations
Research
Supervisory skills
Teaching/training

Supervises: Level:
Supervises employees who do not supervise.

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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