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| <b>Job Title</b>      | International Student Advisor            |
| <b>PVN ID</b>         | BA-1704-001756                           |
| <b>Category</b>       | Instruction and Social Service           |
| <b>Location</b>       | BARUCH COLLEGE                           |
| <b>Department</b>     | International Student Service Center (IS |
| <b>Status</b>         | Full Time                                |
| <b>Annual Salary</b>  | \$42,650.00 - \$49,250.00                |
| <b>Hour(s) a Week</b> | 35                                       |
| <b>Closing Date</b>   | Oct 18, 2017 (Or Until Filled)           |

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## General Description

The Baruch International Student Service Center (ISSC) promotes academic success, leadership, support and enhancement of the Baruch experience for the international students, and scholars attending our Undergraduate, Graduate and Continuing Professional Studies programs. Using insights from current regulations and practices, the ISSC provides immigration services and facilitates institutional sensitivity to the cultural needs of the international students and exchange visitors. ISSC educates our International Student Population and the College community about the rules and regulations that govern the enrollment of our international students in order to ensure that both the College and the international students remain in compliance with immigration regulations set forth by the United States Citizenship & Immigration Services (USCIS). The ISSC serves as a key resource providing valuable information to our international students via our departmental website, various workshops and an open door policy within the department. It serves as a liaison to the United States Department of State and Homeland Security.

### Primary Responsibilities:

- Assists with administering programs and services
- Stays current with SEVP-Student and Exchange Visitor Program regulations and College policies and procedures.
- Serves as a Designated School Official (DSO) for the f program. Serves as an Alternate Responsible Officer (ARO) for the J Program
- Advises international students and exchange visitors in obtaining and maintaining F-1 and J-1 non-immigrant status.
- Monitors and report on F-1 and J-1 college enrollment and federal compliance requirements.
- Recommends/authorizes work permission options based on restrictions to international students according to status (F1: On-campus Employment, Optional Practical Training, Curricular Practical Training, Severe Economic Hardship and J-1: Academic Training)
- Provides information and guidance to faculty and administrators regarding College and student/scholar obligations pertinent to U.S. entry, status maintenance, work permission, health and safety, academic progress and program completion.

- Assists in organizing orientation programs, cross-cultural events, and informational workshops
- Conducts immigration and cultural orientation sessions, workshops and events.
- Provides relevant resources and experiential learning opportunities for the integration in the U.S. culture through the Baruch Global Mentoring Program.
- Assists and advises international students on immigration and related issues.
- Advises new and continuing international students on immigration procedures, registration, change of status, leave of absence, and other issues; facilitates immigration paperwork and data processing.
- Processes information in related systems such as SEVIS (Student Exchange Visitor Immigration System) and I-1440 databases related to student activities; assists in maintaining student records and creating related reports.
- Maintains up-to-date information on regulations, policies and practices (internal and external) pertaining to international students
- Serves as a liaison with the Baruch Zicklin School of Business.
- Serves on appropriate College committees.

## Other Duties

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## Qualifications

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### Minimum Qualifications

Bachelor's degree and four years related experience required

### Other Qualifications

Master's degree preferred. Experience working with SEVIS as a PDSO/DSO and/or RO/ARO in an office with an international educational exchange focus. Strong organizational and administrative abilities are essential, as are excellent interpersonal, oral and written communication skills. Ability to work collaboratively. Excellent analytical and problem solving ability. Strong computer skills,