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<b>Job Title</b>	International Student Advisor
<b>PVN ID</b>	BA-2105-004014
<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>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jul 11, 2021 (Or Until Filled)

## General Description

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The International Student Service Center (ISSC) promotes academic success, leadership, support, and enhances the Baruch experience for international students and scholars attending our undergraduate, graduate, and Continuing Professional Studies programs. ISSC coordinates all immigration aspects, administrative services and visa matters for international students at Baruch College. ISSC serves a population of approximately 2,200 international students from all around the world.

## Other Duties

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- 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.

## 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, including knowledge of internet and database tools. Ability to manage multiple projects simultaneously. Experience working students and scholars from diverse cultural backgrounds. Knowledge of F and J immigration regulations required. As per the Department of Homeland Security requirements, U.S. citizenship or permanent residency is required in order to serve as a DSO or ARO. enhancement

### Compensation

Commensurate with experience.