

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: International Students and Programs Specialist

BASIC FUNCTION: Under the supervision of the area Director, serves the international student population by providing information, assistance and problem resolution to students; serves as Designated School Official (DSO) for Student and Exchange Visitor Information System (SEVIS) maintenance and compliance; reviews and processes student applications and databases; provides information to prospective students.

PROVIDES WORK OR LEAD DIRECTION TO: Short-Term employee(s) and/or Work Study student(s).

REPRESENTATIVE DUTIES:

1. Provides information, assistance and problem resolutions to international visa students including: course registrations and withdrawal, tuition payment and financial problems, orientation to college, academic progress, educational and career goals, assessment interpretations for college course placement, assistance with one-semester plans, resource referrals, cross-cultural adjustment, health, housing, driver's license, Social Security card, tax information and employment.
2. Serves as DSO maintaining SEVIS for F-1 Visa student records that includes implementation, compliance, maintenance, I-20 issuance, tracking and submissions of appropriate documentation; ensures accuracy and timeliness of reported information to SEVIS; conducts input and monitoring of data for initial and continuing students; serves as principal source of knowledge and interpretation of government regulations; immigration, and residency requirements, and issues affecting international students.
3. Reviews and processes international student applications for admission to the college.
4. Responds to inquiries from prospective international students, parents, family members, school personnel, and community members regarding admission requirements, applications procedures, the visa application process, academic programs, and campus and city environment and services.
5. Plans, organizes, and implements special events and activities for international students including orientations, receptions, soccer tournaments, fundraising and educational field trips; conducts surveys and analyses to identify needs for new programs and services and evaluates the effectiveness of current programs.
6. Selects, trains, and supervises student workers; provides work direction as required.
7. Prepares statistics and reports on international students; gathers and analyzes program data; composes correspondence, brochures, fliers, newsletters and other informational materials; and presents workshops as appropriate.
8. Participates in professional conferences.
9. Collaborates with campus Webmaster and off campus Web professional on the creation and maintenance of the international student web pages of the college Web-site.
10. Assists in recruiting international students via mail and personal visits; participates in international recruitment fairs in person and online.
11. Maintains current knowledge of college rules and guidelines as they pertain to different student service areas including Admissions and Records, Matriculations, Assessment, and Counseling.

12. Manage counselor schedules and student appointments on SARS for the department and run SARS report daily.
13. Attend international club meetings and provide information and assistance for international students.
14. Coordinate assessment test schedule, campus tours, and assist with orientation and registration for international students.
15. Participates in District-provided in-service training programs.
16. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
17. Performs other duties, related to the position, as assigned.

EDUCATION: A bachelor's degree from an accredited institution is required.

EXPERIENCE: Closely related work or educational experience in a community college or four-year institution, especially with international students, is required.

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF: College regulations and policies that pertain to international students, specifically INS and F-1 Visas. Student Exchange Visitor Information Systems (SEVIS).

ABILITY TO: Speak in one or more languages, in addition to English, is preferred; deal effectively with a diverse socio-ethnic, international student population is necessary; understand, interpret and apply college policies, rules, and regulations as well as F-1 student policies and regulations; use a computer and produce brochures and newsletters; understand oral and written instructions; understand student needs and make appropriate referrals; and maintain effective relationships with students, faculty, staff, and the community.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: Co-workers, other departmental staff, international students, parents, international advisors of other institutions, Department of Homeland Security representatives, and the general public.

WORKING CONDITIONS: Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.