



		ISSUED: 11/17/2021
TITLE: Intl Student & Scholar Advisor	SALARY TABLE: AP	CLASS CODE: PE392
UNION: P&A – Local 1979, U.A.W	SALARY GRADE: 10	EEO CODE: 30
JOB GROUPING:	FLSA: Exempt	EMPLOYEE CLASS: PE

POSITION PURPOSE

Provides support and services to students and exchange visitor scholars from other countries attending Wayne State University. Provides specialized knowledge of the immigration system and resolves complex issues by utilizing the guidance of immigration rules and regulations. Works with international students and exchange visitor scholars, to assist them with managing their immigration documents and guide them through the proper channels to obtain and maintain their student or employment visa. Reports to manager.

Essential Job Functions	% Time
Advises international students and exchange visitor scholars regarding United States Citizenship and Immigration Services rules and regulations, University processes and personal, financial, and cultural adjustment problems. Provides documentation for Department of Homeland Security, United States Citizenship and Immigration Services and other government agencies to distribute and explain document/process and assist with obtaining student and exchange visitor visas. Prepares and issues immigration documents, recommends/endorses/grants immigration benefits and assists students and exchange visitor filing immigration applications with United States Citizenship and Immigration Services and visa applications with embassies and/or consulates.	25%
Informs students and exchange visitor on maintaining legal immigration status, employment status, extension of stay, change of status, cultural and financial needs and travel. regulations, etc. Works with students and exchange visitors to ensure maintenance of visa status, academic programs, transfer compliance between schools in the United States and help with associated needs of students and scholars.	25%
Provides federal compliance reporting via Student and Exchange Visitor Information System and the United States Citizenship and Immigration Services Student & Exchange Visitor Information System. Provides information concerning student visas (e.g. work authorizations and restrictions).	20%
Updates and maintains student information in the US Department of Homeland Security Student and Exchange Information System. Reviews and analyzes submitted immigration documents, related application documents and special applicant requests to ensure accuracy, authentication, completeness and adherence to regulations.	10%
Acts as liaison with various University departments, United States Citizenship and Immigration Services, foreign embassies and/or consulates and professional colleagues at various Higher education institutions.	5%

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

Assists students and scholars in obtaining their Social Security cards or Individual Taxpayer Identification Numbers.	5%
Functions as a resource for the Office of International Student and Scholars staff and assists the staff in different University departments with immigration rules and regulations.	5%
Other duties as assigned.	5%

MINIMUM QUALIFICATIONS

Education

Bachelor's degree in international studies, social sciences or a related field from an accredited college or university. Candidates with an equivalent combination of education and experience may be considered.

Experience

Requires one or more years experience in immigration advising as well as a thorough understanding of current immigration laws and regulations, and knowledge of filing procedures, and F-1/J-1 visa requirements.

Preferred:

- Some program/project management experience.
- Some knowledge of University policies and procedures.

Knowledge, Skills and Abilities

- Ability to administer, organize, prepare, and maintain records, reports, files, and correspondence
- General knowledge of universities' policies and procedures
- Ability to assess departments and individuals to determine visa needs
- Ability to communicate effectively with persons from a variety of cultures and with different languages
- Ability to use diplomacy and tact
- Ability to obtain services necessary to meet department and individual's needs
- Ability to establish effective working relationships with agencies and individuals
- Ability to interpret federal regulations and exercise good judgment in applying them
- Ability to navigate the University Information System database and Student and Exchange Visitor Information System.
- Excellent organizational skills and attention to detail
- Strong oral and/or written communication skills.
- Strong analytical and problem-solving skills.
- Ability to work independently and without formal instruction.

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WORKING CONDITIONS

Normal office environment.

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