



**WAYNE STATE
UNIVERSITY**

		ISSUED: 02/21/2020
TITLE: Student Visa Specialist	SALARY TABLE: SA	CLASS CODE: SA478
UNION: Staff Association	SALARY GRADE: 8	EEO CODE: 5
JOB GROUPING:	FLSA: Nonexempt	EMPLOYEE CLASS: SA

POSITION PURPOSE

Provide coordination and support for student visa processing, problem solve student immigration inquires, and provide students with drivers licenses letters, social security letters, travel authorizations, and process student work authorization requests. Reports to Assistant Director (Academic), International Students & Scholars.

Essential Job Functions	% Time
Process student visas for undergraduate and graduate students, returning students, transfer students and students with changes in visa type. Includes timely verification of related documents and entering information into fsaATLAS and Student & Exchange Visitor Information System to ensure compliance with requirements of U.S. Citizen and Immigration Services. Also scan and mail information to students.	40%
Respond to student requests for driver’s license letters and social security letters. Update changing majors and degree levels, transfers to new school, student departures, address updates and program extension on immigration paperwork.	15%
Problem-solve student immigration inquiries by mail, email, phone and in person. Provide information to students, staff and faculty about program policies, procedures and requirements. Keep informed about changes in laws, regulations and administrative procedures pertaining to international students studying in the United State, while serving as Wayne State University’s Designated School Official.	10%
Coordinate with undergraduate and graduate and professional school (e.g. Medical School) admissions to ensure complete and accurate student paperwork is submitted.	10%
Process Office of International Student Services work authorization requests. Review confidential documentation and verify decision criteria verifying employment compliance for international students.	10%
Issue travel signatures for travelling students and Canadian students commuting daily.	10%
Perform other related duties as assigned.	5%

MINIMUM QUALIFICATIONS

- High school graduate or equivalent combination of education and/or experience.

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.

- Thorough knowledge of University administrative policies and procedures relating to program area.
- Reasonable knowledge of program mission and requirements.
- Ability to communicate effectively with others.
- Ability to operate standard office equipment.
- Ability to type and use word processing equipment with speed and accuracy.
- Typically, incumbents have held lower level clerical or program records positions.

WORKING CONDITIONS

Normal office environment.