CLASS TITLE: STUDENT SERVICES SPECIALIST/INTERNATIONAL STUDENTS

BASIC FUNCTION:
Under the direction of a Dean, plan and implement the International Student Program including immigration-related matters, housing, orientation, recruitment and assistance to students with personal or school-related problems throughout their college experience.

REPRESENTATIVE DUTIES:
Serve as primary contact person for international students through their college experience; assist international students in any aspect of cultural adjustment and adapting to college life. 
Advise international students regarding immigration regulations and enforce INS and District policies and procedures.
Participate in, and represent the college at, various meetings and conferences relating to the operation of the international student office such as INS and NAFSA.
Plan, coordinate, and promote international student recruitment activities and special events; plan and present international student orientation activities; develop and update brochures, application and orientation packets and flyers.
Serve as liaison between students, faculty, and staff concerning personal or academic problems; act as advocate for international students in dealing with outside organizations; direct students to appropriate source for assistance or resolution.
Assist with the registration of international students; communicate with prospective international students and facilitate their admission to the college.
Represent the campus at a variety of meetings and workshops; provide a variety of information on international education to students and staff.
Prepare and submit various immigration documents for international students during their college experience.
Plan and coordinate international student events and activities with community groups and organizations as appropriate.
Prepare various program reports; maintain student records; monitor students' academic programs.
Develop, coordinate and implement housing for international students.
Participate in the development of the international student program budget.

Established October 1997
Prepare and submit the international student program goals and objectives.

Maintain inventory of office supplies; order supplies when needed.

Remain current on changes and additions to immigration laws applicable to Visa-types; read bulletins and NAFSA newsletters and attend meetings and conferences.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Technical aspects of field of specialty pertaining to federal, State and local laws related to Visa students
College international student programs and services
Immigration and Naturalization Service forms and preparation of same as they apply to international students
Modern office practices, procedures, and equipment
Record-keeping techniques
Oral and written communication skills
Telephone techniques and etiquette
Interpersonal skills using tact, patience, and courtesy
District organization, operations, policies, and objectives

**ABILITY TO:**

Read, interpret, apply and explain rules, regulations, policies and procedures
Work effectively with students from various cultural backgrounds
Organize and deliver informational presentations
Maintain records and prepare reports
Oversee budgets
Communicate effectively both orally and in writing
Complete work with many interruptions
Establish and maintain cooperative and effective working relationships with others
Analyze situations accurately and adopt an effective course of action
Plan and organize work
Work confidentially with discretion

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: completion of two years of college course work in sociology, psychology or related field, and two years of increasingly responsible experience working with international students, counseling, student services, or related area.
WORKING CONDITIONS:

ENVIRONMENT:

Student Services office environment
Constant interruptions

PHYSICAL ABILITIES:

Hearing and speaking to communicate with others
Seeing to observe and assure accurate completion of documents
Sitting and standing for extended periods of time