

URL: <https://jobs.ucsc.edu/applicants/Central?quickFind=70515>

Job Number	1807756
Recruitment Type	Open
Job Title	International Student Advisor
Division	Global Engagement
Department	International Student & Scholar Services
Hiring Unit	International Student & Scholar Services
Job Open Date	02-01-2018
Position is open until filled; initial review of application materials will begin on:	02-22-2018
Appointment Type	Career [2]
Start Date	Immediate Opening
End Date	None
Shift Differential	No
Furlough	No
Furlough time period	
Schedule	Full time
Days per week	5
Average hours per day	8
Percent of Time	100%
Fixed or Variable?	Fixed
Average hours per week	40
Days of the week	M-F
Shift	Days
Additional Comments	
Salary Information	Starting Salary Range: \$3583.33-\$4333.33/monthly. Salary commensurate with qualifications and experience.
Benefits Eligibility	This position is eligible for Full benefits.
Classification	Student Services Advisor 3 [4575]
Personnel Program	Professional Support Staff (PSS)

Salary Grade	19
EEO/Affirmative Action Statement	<p>The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or protected veteran status. UC Santa Cruz is committed to excellence through diversity and strives to establish a climate that welcomes, celebrates, and promotes respect for the contributions of all students and employees.</p>
Summary Statement	<p>Reporting to the Director of International Student & Scholar Services (ISSS), the International Student Advisor is part of a dynamic team of professionals committed to supporting the growing international population at UCSC, with 1,700+ international students representing more than 50 countries worldwide. The incumbent provides the full range of student services to international students on F-1 or J-1 visas, serves as Designated School Official (DSO) for the F-1 student program, and Alternate Responsible Officer (ARO) for the J-1 exchange visitor program.</p> <p>Maintains in-depth, advanced knowledge to interpret and provide guidance on federal immigration regulations as they pertain to our international students in F-1 and J-1 status. Independently advises students and recommends solutions to visa and enrollment issues related to the visa status of the student. Advises staff, faculty and management on immigration and intercultural issues as they arise. Works with management to recommend changes to policies, practices and procedures with regard to UCSC international student experience and programming. The International Student Advisor is involved with international student cases from the time students are admitted, to issuing the required documents and engaging in advising during a student's time at UCSC, ensuring a smooth transition and acclimation process through orientations and workshops.</p> <p>The Division of Global Engagement (GE) advances the University's teaching, research and service mission by working collaboratively throughout the institution to promote global engagement and advance campus internationalization by increasing mobility among students and faculty, promoting faculty engagement in international initiatives, and developing strategic partnerships abroad. GE interacts with campus leadership on strategic planning and initiatives to elevate the reputation of UCSC globally. GE units include Study Abroad, International Student and Scholar Services (ISSS) and Global initiatives.</p>

Qualifications / Competencies	<p>Bachelor's degree in related area or combination of equivalent experience / training.</p> <p>Intermediate knowledge of F-1 and J-1 visa regulations (at least one year of experience being DSO and/or ARO).</p> <p>Skills in judgment and decision-making, problem solving, identifying measures of system performance and the actions to improve performance.</p> <p>Multicultural competencies; ability to work with diverse populations.</p> <p>Ability to manage multiple tasks with highly demanding workload and under pressure of deadlines.</p> <p>Effective verbal and written communication skills, including public speaking in a variety of settings.</p> <p>Ability to organize and prioritize work without direct supervision, as part of a unit of professional staff members.</p>
Preferred Qualifications / Competencies	<p>Master's degree in related area or combination of equivalent experience / training.</p> <p>Prior experience working in an internationally focused office setting in a higher education institution.</p> <p>2-3 years experience as a DSO and/or ARO.</p>
Special Conditions of Employment	<p>Must be a U.S. Citizen or Naturalized Permanent Resident.</p> <p>Selected candidate will be required to pass a criminal history background check.</p> <p>Must have the ability to work occasional nights and weekends.</p> <p>Must possess a valid license to drive in the state of California.</p> <p>Must have the ability to travel, domestically and internationally.</p> <p>Must possess and maintain a valid passport.</p> <p>Per the Child Abuse and Neglect Reporting Act (CANRA), this position has been identified as a Mandated Reporter. The selected candidate will be required to report known or suspected child abuse or neglect as defined by CANRA and will be required to sign a Statement Acknowledging Requirement to Report Child Abuse prior to commencing employment. CANRA Penal Codes. and related definitions.</p>

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	requirements, and responsibilities may be obtained here: http://www.leginfo.ca.gov/cgi-bin/displaycode?section=pen&group=11001-12000&file=11164-11174.3
Critical position requiring background check(s)?	Yes
Background check(s) required	Criminal History Review Verification of License, Certificate or Degree
If you selected "license, certificate or degree" above, specify the type here:	valid license to drive in the State of California
Does this position require an E-Verify check? (Note: Certain positions funded by federal contracts or sub-contracts require the selected candidate to pass an E-Verify check which confirms the individual's eligibility to work in the U.S.)	No, this position does not require an E-Verify Check.
Will the employee be required to participate in the DMV Pull Notice program?	No
For More Information See:	global.ucsc.edu
Supplemental documents (in addition to application) applicants will be allowed to attach	Resume Cover Letter Optional Doc #1 Optional Doc #2 Optional Doc #3
Quicklink to Posting (Add https:// to the front of this text to create a functioning web link)	jobs.ucsc.edu/applicants/Central?quickFind=70515

Job Duties

5 Records

% of Time	Title	Duties
70		Serves as a Designated School Official (DSO) for the F-1 student visa program and as an Alternate Responsible Officer (ARO) for the J-1 exchange visitor program. Independently interprets complex federal immigration regulations and researches responses before providing advice to students on enrollment, employment, travel, etc. These include regulations established by Department of Homeland Security (DHS), Department of State (DOS), Internal Revenue Service (IRS), Department of Motor Vehicles (DMV), and the Social Security Administration (SSA). Ensures that international students are familiar with the regulations and comply with them independently of and in relation to university policies and procedures.
10		Helps with orientation, cross-cultural programming and facilitates employment workshops for international students.
10		Helps with data management and document production for the F-1 and J-1 student population.
5		In consultation with Student and Exchange Visitor Information System (SEVIS) Coordinator, runs reports in International Student & Scholar Management (ISSM). Assists with data management in absence of SEVIS Coordinator.
5		Other duties as assigned.

Safety Duties

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Safety Duties

All UCSC employees must know and follow job safety procedures, attend required health and safety training, proactively promote safety at work, and promptly report actual and potential accidents and injuries.