

Assistant Director of International Students and Scholars

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Posting Details

Position Information

Position Title	Assistant Director of International Students and Scholars
Department	Global Engagement Office
Fixed Term End Date	
Part Year	No
Part Year Months	
FLSA Status	Exempt
Standard Hours (hours per week)	40

Position Summary Information

The Assistant Director of International Students and Scholars supports the Director in providing results-oriented management and administration for twelve international student and scholar programs in the Global Engagement Office. Under the Associate Provost for International Programs, the International Students and Scholars team plays a vital role in the internationalization of the SCU campus.

Position Purpose SCU maintains a broad portfolio of programs to support international students and scholars including programs to support Global Nomads; US citizens living abroad studying at SCU. The Assistant Director supports the Director in managing the F-1 and J-1 programs and processes including immigration certification, reporting, administration, advising and the development and delivery of support services for international students and scholars. In the absence of the Director, the Assistant Director serves as a spokesperson for International Students and Scholars at campus presentations and events. The Assistant Director is part of a small dynamic team working directly with international students and scholars and the larger team that supports Global Engagement at the University through

programs and initiatives that engage students, faculty and staff. In conjunction with the Director, the Assistant Director actively engages the University community in programs and activities and promotes understanding of the unique needs of the international student population.

SCU hosts approximately 1,600 international students, the majority of whom are graduate students in STEM fields. In addition, we receive 15-30 scholars each year. International education is a key component of Santa Clara University's commitment to social justice and diversity and inclusion. Following the 2011 University Strategic Plan that prioritized Global Engagement and Understanding, the University has entered a phase of dynamic growth and development of global initiatives and enhanced connections among global programs throughout the University including international students, international scholars, global partnerships, and programs emphasizing diversity and intercultural and global learning.

The Assistant Director of International Students and Scholars:

1. Advises on complex F-1 and J-1 matters
2. Manages programming
3. Monitors and implements changes related to effective administration of international student compliance and support
4. Supervises GEO Student Assistants and may supervise other staff in the director's absence
5. Coordinates special projects or programs on behalf of the Director of International Students and Scholars and engages in other duties as assigned.
6. Represents Global Engagement in the broader work of the University, as required, and takes an active role in University citizenship

Specific Responsibilities

**Essential Duties
and
Responsibilities**

1. Advises on complex F-1 and J-1 matters
 - A. Performs duties of a Designated School Official (DSO) and Alternate Responsible Officer (ARO)
 - B. Utilizes experience and judgement to interpret and effectively communicate on a broad range of complex issues including: Change of status applications; Leave of absence; Concurrent enrollment; Change of academic program; Extension of program of study; Reinstatement applications for students who have fallen out of status; Travel advising for students planning to travel outside the U.S.; CPT; Academic Training; OPT; STEM OPT Extension; Economic hardship work permission; Tax and employment issues.
2. Manages programming
 - A. Leads communication with the Jesuit School of Theology campus in Berkeley in F-1 and J-1 management and promote consistency between campuses related to international policies and procedures

- B. Organizes and oversees International Student Welcome activities including creating schedule, coordinating presentations and student activities, working with catering staff, and supervising student leaders.
- C. Assists with social and cultural programs such as the Global Mentor program, iExchange, and Global Community hours.
- D. Develops effective orientations and workshops and evaluates these on a regular basis
- E. Develops and maintains excellent communication and working relationships with Student Life, Office of the Registrar, Bursar's Office, Housing, the Health Center, Career Center and graduate career offices, Undergraduate Admission, the graduate admission areas and others.
- F. Promotes campus internationalization through communication with faculty and staff throughout campus on international and intercultural issues, in keeping with the priorities of the Global Engagement Office.

3. Monitors and implements changes related to effective administration of international student compliance and support

- A. Responsibility for effective implementation of Global Engagement crisis management protocols and communication in the absence of the Director
- B. Monitor and implements F-1 and J-1 regulatory changes and updates, in conjunction with Director
- C. Monitors and implements SEVIS system changes and updates
- D. Communicates with administration, faculty and staff about changes in regulatory compliance

4. Supervises GEO Student Assistants and may supervise other staff in the director's absence

- A. Supervises, trains and mentors the team of GEO Student Assistants.
- B. In the absence of the Director may supervise: International Student and Scholar Advisor; International Student Advisor (2); Records Coordinator

5. Coordinates special projects or programs on behalf of the Director of International Students and Scholars and engages in other duties as assigned.

6. Represents Global Engagement in the broader work of the University, as required, and takes an active role in University citizenship

Provides Work Direction

Supervises GEO Student Assistants and may supervise other staff in the director's absence

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The items below are representative of the knowledge, skills, abilities, education, and experience required or preferred.

This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. In accordance with the Americans with Disabilities Act, as amended, the California Fair Employment & Housing Act, and all other applicable laws, SCU provides reasonable accommodations for qualified persons with disabilities. A qualified individual is a person who meets skill, experience, education, or other requirements of the position, and who can perform the essential functions of the position with or without reasonable accommodation.

Physical Demands

- Considerable time is spent at a desk using a computer.
- May be required to travel to other buildings on the campus or to local off-campus sites.
- The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job.
- Mostly indoor office environment.
- Ability to work non-traditional hours, as needed; Some evenings and weekends may be required.

Work Environment

- e. Experience with batch software, ISSM (fsaAtlas) and PeopleSoft experience desired.
- f. Direct experience advising and counseling international students.
- p. Knowledge of current issues in higher education, international education and immigration, as it impacts international students and scholars.
- q. Demonstrated experience understanding and managing highly regulated services in an environment of complex and sometimes ambiguous federal laws and regulations where error can result in significant loss of educational teaching and research mission objectives.
- r. Demonstrated experience interpreting and applying federal immigration policies and regulations relevant to international students and scholars, including detailed knowledge of SEVIS.

Knowledge

- a. Strong oral and written communication skills including the ability to communicate effectively with people of different backgrounds and in diverse roles.

Skills

- b. Advanced administrative and program management skills.
- d. Strong organizational skills and demonstrated ability to prioritize and manage multiple projects simultaneously in a fast paced, dynamic team environment.

Abilities

- c. Demonstrated ability to exercise appropriate judgment and maintain confidentiality.
- g. Ability to exercise independent judgment and use discretion in decision-making.

- h. Ability to articulate and interpret university, state, and federal policies and procedures.
- i. Ability to use judgment to independently analyze and interpret regulations pertaining to F1 & J1 students and to develop creative solutions to problems.
- j. Work effectively as both part of the ISS team and also the Global Engagement Team.
- k. Provide complex immigration advising on issues such as SEVIS transfers, change of status, reinstatement, employment authorizations, etc.
- l. Interact effectively with a broad range of constituents including students, parents, faculty, staff, and campus partners.
- m. Execute change and follow through on activities and initiatives.
- n. Maintain confidentiality and handle matters with sensitivity and tact.
- o. Demonstrate a high degree of professionalism.

- BA required; MA preferred
- Previous experience as a Designated School Official (PDSO/DSO) required.
- Must meet federal eligibility requirements to be a DSO/ARO including US citizenship or permanent residence.
- 3 years experience working specifically with international students and scholars in a university-based international education office; demonstration of progressive responsibility preferred.
- Previous experience as a Responsible Officer (RO) or Assistant Responsible Office (ARO) preferred.

Education and/or Experience

Salary Information \$2377.38 - \$2732.41 semi-monthly, commensurate with experience

Posting Detail Information

Close Date

Open Until Filled Yes

Special Instructions to Applicants

Santa Clara University is an Equal Opportunity/Affirmative Action employer, committed to excellence through diversity and inclusion, and, in this spirit, particularly welcomes applications from women, persons of color, and members of historically underrepresented groups. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity or expression, age, status as a protected veteran, status as a qualified individual with a disability, or other protected category in accordance with applicable law. The University will provide reasonable accommodations to individuals with a disability.

EEO Statement

Santa Clara University annually collects information about campus crimes and other reportable incidents in accordance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. To

view the Santa Clara University report, please go to the Campus Safety Services [website](#). To request a paper copy please call Campus Safety at (408) 554-4441. The report includes the type of crime, venue, and number of occurrences.

About Santa Clara University

Santa Clara University is a comprehensive Jesuit, Catholic university located in California's Silicon Valley, offering its 8,800 students rigorous undergraduate curricula in arts and sciences, business, and engineering, plus master's, Ph.D., and law degrees.

Santa Clara University does not sponsor work visas for staff positions. If hired, individuals must independently provide proof of their eligibility to work in the United States.

Posting Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you hear about this employment opportunity?
 - SCU Website
 - SCU: University Promotion/Transfer
 - Periodical
 - SCU Employee
 - Conference
 - Assoc of Jesuit Colleges & Universities
 - CAL Jobs
 - HigherEd Jobs
 - Indeed
 - Twitter
 - Facebook
 - LinkedIn
 - CareerArc Networks
 - Handshake
 - Other
 - StudentAffairs.com
2. * Are you legally eligible to work in the United States?
 - Yes
 - No
3. * Are you a current SCU employee?
 - Yes
 - No
4. * What is the highest level of education that you have completed?
 - High School Diploma
 - Professional Certificate
 - Associate's Degree
 - Bachelor's Degree

- Master's Degree
 - JD
 - PhD
5. * Do you have 3+ years of related experience?
- yes
 - no

Applicant Documents

Required Documents

1. Cover Letter
2. Resume