

INTERNATIONAL STUDENT ADVISOR

Salary

\$5,280.00 - \$6,419.00 Monthly

Location

Santa Rosa, CA

Job Type

Full-Time

Department

Admissions & Records

Job Number

14-00683

Closing

9/3/2018 5:00 PM Pacific

- [Description](#)
- [Benefits](#)

Description

Filing Deadline: Monday, September 3, 2018

It is the candidate's responsibility to be sure that ALL required materials are submitted by 5:00 p.m.. on the filing deadline.

COMPENSATION AND BENEFITS:

- **Salary Range:** \$5,280 - \$6,419 per month (2018/2019 Classified Salary Schedule) with the **maximum salary placement at \$5,821** per month (placement within this range based on experience as documented in application materials).
- **Fringe Benefits:** The District offers a competitive health & benefits package for employees and eligible dependents (benefits are pro-rated for part-time employees).
- **Leave/Holiday Time:** Full-time classified members earn 8 hours of sick leave and start off accruing 8 hours of vacation for each month worked (accrual rate increases after third year of employment and rates are pro-rated for part-time employees). Employees are also compensated for holidays recognized by the District (14 holidays/year, pro-rated for part-time employees).

JOB

DESCRIPTION:

Santa Rosa Junior College is seeking a qualified individual with demonstrated communication skills to join an outstanding team of faculty and staff to provide high

quality services to our district, our community, and most importantly to our students. Under limited direction, provide advice and guidance to international students and their dependents; ensure compliance with Department of Homeland Security (DHS) reporting requirements; assess program needs and recommend new policies and procedures; advocate for the interests of international students and ensures that District services are responsive to the needs of international students.

This is a regular full-time, 40 hours/week, Classified position. The schedule will be Monday through Friday 8:00 a.m. to 5:00 p.m. Appointments are contingent upon funding and Board approval.

SCOPE:

The International Student Advisor resolves a variety of complex immigration challenges requiring considerable knowledge of immigration rules and regulations; serves as the primary advisor to international students including but not limited to, employment authorizations, visa renewals, maintaining and changing immigration status. The Advisor serves as a Designated School Official (DSO) approved by the DHS, and is the primary contact between the federal government and the District.

Examples of Duties

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Advises international students and their dependents and helps them maintain lawful immigration status through continuous education on immigration regulations, policies and procedures.
2. Reviews and determines eligibility of prospective students; grants admission and issues immigration documents necessary to obtain the F-1 student visa; advises students on the process for obtaining the student visa at the US embassy; serves as a DSO to students in F-1 visa status per DHS regulations.
3. Ensures institutional compliance with federal regulations by performing timely and accurate registration and reporting of all F-1 students to the government.
4. Monitors academic progress of international students and report this information to DHS on a regular basis, using a web-based tracking system.
5. Assists students with registration and payments, and college policies and procedures; collaborates with International Student Program Counselor.
6. Prepare and coordinate the submission of student immigration documents.
7. Serves as a resource for requirements and regulatory changes and updates to international student laws and procedures.
8. Meets with federal agents from US Immigration & Customs Enforcement (ICE) and DHS; and provides student information when a student has been detained by US ICE.
9. Interprets and implements Family Educational Rights and Privacy Act of 1974 (FERPA) and Title 5 regulations as they pertain to a student's right to privacy and accuracy and retention of academic records.

10. Provides information to high school counselors on federal regulations for International students who are transferring to Santa Rosa Junior College.
11. Reviews and evaluates student eligibility for California Residency status according to California State Education Code regulations.
12. Compiles and submits detailed statistical reports on F-1 students at SRJC.
13. Presents information to student groups at orientations and employment workshops.
14. Reviews graduation petitions and evaluates incoming transcripts for international students.
15. Trains and directs the work of student and short-term, non-continuing (STNC) employees.

Minimum Qualifications

EMPLOYMENT

STANDARDS

ABILITY

TO:

Work independently with minimal supervision; interpret and explain federal regulations as they apply to F-1 student visa holders, and other immigration categories; plan and give presentations to students and groups; maintain cooperative working relationships; work under pressure to meet deadlines; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE

OF:

Immigration law, community college policies and procedures; standard office productivity software and specialized systems; the cultural contexts of international students to provide effective guidance and information to those unfamiliar with the US culture and educational systems.

MINIMUM

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Bachelor's

Degree.

Experience:

Increasingly responsible (2-4 years full-time equivalent) experience with international student advising, services, and admissions.

Preferred

- Demonstrated experience in intercultural communication and working in a post-secondary environment advising students.
- Experience researching and interpreting complex rules and regulations.
- Experience reviewing or evaluating transcripts and placement test scores.

Supplemental Information

APPLICATION

In order to be given consideration for this position, applicants must submit the following documents by the filing deadline:

PROCEDURES:

1. A completed Santa Rosa Junior College Employment Application and responses to Agency-wide Questions. **Please provide contact information (phone number and email address) for three professional references.**
2. If applicable, completed Equivalency Form and supporting documents: <https://hr.santarosa.edu/sites/hr.santarosa.edu/files/MgtEquivApp.pdf> ([Download PDF reader](#)) ([Download PDF reader](#))
3. A brief cover letter explaining your interest in the position, including how you meet the requirements and are qualified to perform the duties as listed in the "Key Duties and Responsibilities" section of this job announcement.
4. Current Resume.
5. **Copies of transcripts of all college level course work, including confirmation of degrees (unofficial copies acceptable (both sides)),** but official transcripts must be submitted prior to hiring). If transcripts are from an institution outside of the United States, applicants must provide a formal evaluation of their foreign degree(s) at the time of application. Contact the Human Resources Department for more information.

PLEASE SUBMIT ONLY MATERIALS REQUESTED.

Following the filing deadline, applications which are complete for screening will be reviewed by a screening committee. Approximately 2-3 weeks later, Human Resources will notify you whether or not you have been selected for interview. Those applicants most suitably qualified for the position/pool will be invited to interview with a Screening Committee. The Screening Committee may include representatives from the Faculty, the Administration, the Classified Staff, the Associated Students, and the Board of Trustees.

If you are in need of special services or facilities due to a disability in order to apply or interview for this opening, please contact the Human Resources Department.

MORE ABOUT SRJC HUMAN RESOURCES

PHYSICAL ADDRESS: 1988 Armory Drive
MAILING ADDRESS: 1501 Mendocino Avenue, Santa Rosa, CA 95401
PHONE: (707) 527-4954
FAX: (707) 527-4967
EMAIL: bhodenfield@santarosa.edu

The office is located in the Button Building on the Santa Rosa campus. All documents included in your online employment application become the property of the District. Your employment application for this opening will not automatically be considered for future openings. New employment application(s) must be submitted for each opening.

CONDITIONS OF EMPLOYMENT (Prior to beginning employment):

1. In accordance with Federal Law all employees must provide proof of eligibility to work in the United States;
2. **Must be either a U.S. citizen or a lawful permanent resident of the United States as required by the Department of Homeland Security to serve as a DSO. The successful candidate must provide one of the following documents at the time of hire.**
 - **Copy of U.S. passport (current or expired).**
 - **Copy of a U.S. civil-issued birth certificate.**
 - **Copy of an alien registration card.**
 - **Copy of a naturalization or citizenship certificate.**
3. Must be fingerprinted and have background clearance (at applicant's expense);
and
4. Must take a TB test (once hired and every four years thereafter).

Campus Security Policy and Campus Crime Statistics Act (Jeanne Clery Disclosure)

Sonoma County Junior College District's annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Sonoma County Junior College District; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. You can read or obtain a full copy of this report by going to <https://police.santarosa.edu/>. Paper copies of the full report are available upon request by contacting Police Department Records at (707) 527-4963 or by coming to the Sonoma County Junior College District Police Department located at 2032 Armory Drive, Pedroncelli Center, Santa Rosa Campus.

Equal Employment Opportunity

SRJC attracts and retains the most qualified faculty and staff from diverse backgrounds. This is achieved through an inclusive recruitment strategy and a rigorous, thorough hiring process that begins with the fair and consistent evaluation of each application for minimum qualifications and demonstrated skills specific to each position/assignment. Because the ability to serve students from broad cultural heritages, socioeconomic backgrounds and genders is a key commitment of the District mission, SRJC actively encourages applications from candidates who recognize the value that diversity brings to a professional educational community.

The Sonoma County Junior College District does not discriminate on the basis of race, religious creed, color, national origin, ancestry, ethnic group identification, physical disability, mental disability, medical condition, genetic condition, marital status, sex, gender, gender identity, gender expression, genetic information or sexual orientation in any of its policies, procedures or practices; nor does the District discriminate against any employees or applicants for employment on the basis of their age. This non-discrimination policy covers admission, access and treatment in District programs and activities--including but not limited to academic admissions, financial aid, educational services and athletics--and application for District employment.

The Sonoma County Junior College District is an Equal Opportunity Employer.

Agency

Santa Rosa Junior College

Address

1988 Armory Drive

1501 Mendocino Avenue

Santa Rosa, California, 95401

Phone

707.527.4954

Website

<http://hr.santarosa.edu/>