

# Job description

**International Student Services Advisor/DSO** Sofia University, Palo Alto

**Reports to:** VP of Global Strategy and Operations

**Department:** International office

**Classification:** Full-time, Non-Exempt

<https://www.linkedin.com/jobs/view/942935009/>

## General Description and essential Job Functions

- Under the direction of the VP of Global Strategy and, the incumbent will be responsible for a broad range of student services including student advising, orientation sessions, workshops, and other activities in support of international student success. The incumbent will serve as the primary contact for international student life and will be responsible for planning and coordinating activities and events related to enhancing the international student experience at Sofia University. The incumbent will also focus on the academic progress of international students and work with them to seek appropriate support services on campus, as well as provide programming and events in support of their academic success. Additionally, the incumbent will serve as a campus Designated School Official (DSO) and will assist with Student & Exchange Visitor Information System (SEVIS) registration, advising for reinstatement, leaves of absence, changes of status, authorizations, and terminations.
- DSO ( DESIGNATED SCHOOL OFFICIAL) IS REQUIRED

- **Duties and Responsibilities**

- Serve as Designated School Official approved by DHS to issue immigration documents and grant immigration benefits to students in F-1 visa status.
- Assist with advising international students and their dependents and help them maintain lawful immigration status through continuous education on immigration regulations, policies and procedures.
- Assist with Reviewing and determine eligibility of prospective students; grant admission and issue immigration documents necessary to obtain the F-1 student visa. Advise students on the process for obtaining the student visa at the US embassy.
- Assist with ensuring institutional compliance with federal regulations by performing timely and accurate registration and reporting of all F-1 students to the government.

- Assist with monitor academic progress of international students and report this information to DHS on a regular basis, using the SEVIS web-based tracking system.
- Assist students with registration and payment problems, and university policies and procedures.
- Assist with developing written instructions for students to apply for federal benefits, such as work permission or change of visa status.
- Assist with compiling and submitting detailed statistical reports on F-1 students.
- Assist with new student orientations for International students.
- Assist with advising and guiding international scholars and students on immigration, visa, employment, cultural adjustment and transition matters such as applying for SSN, Driver's license, bank accounts, etc.
- Assist with verifying eligibility and issue visa documents (DS-2019, I-20).
- Assist with maintaining accuracy and integrity of immigration-related records in institute files.
- Assist with guiding students through employment authorization applications such as OPT, OPT STEM Extension, CPT, and economic hardship.
- Assist with preparing correspondence and official letters to support visa applications and/or funding from international agencies.
- Assist with general office administrative duties, such as handling mail, telephone, mail, handling of forms, maintaining and ensuring security of confidential paper and electronic records.
- Other duties as assigned.

**Qualifications:**

- A bachelor's degree is required. A master's degree is preferred.
- DSO certification is required
- Strong preference for candidates with 3 years of experience as a registrar or DSO in an academic setting; or similar experience.
- Excellent analytical and problem-solving skills
- Prior work experience with international students, F-1 and J-1 regulations is preferred.
- Excellent communication and customer-relation skills
- Successfully manage multiple projects
- Ability to collaborate effectively with diverse constituents

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