



Position Description

Position: International Students Supervisor	Position Number: 328501
Department/Site: International Student Center	FLSA: Exempt
Evaluated by: Vice President of Student Services	Salary Range: 13

Summary

Under the general direction of the vice president of student services, the position of international student supervisor provides leadership, administration, and strategic vision for programs, services, and activities related to international students at Citrus College. This position is responsible for planning, promoting, administering, and assessing programs, services, and activities as they pertain to current and prospective international students at Citrus College.

Essential Duties and Responsibilities

- Serve as the Primary Designated School Official (PDSO) for the college's international student program.
- Review, issue, and sign immigration documents, and supervise the reporting responsibilities of DSOs to the Student Exchange Visitor Information System (SEVIS).
- Coordinate the development and maintenance of effective and efficient record and data management systems comply with SEVIS regulations.
- Supervise and coordinate managerial tasks required for providing services to international students, including data management, customer service and advising, advocacy on campus, and international student retention.
- Plan, promote, and coordinate activities and events to provide international students as many opportunities to interact with students from other cultures and countries, as well as visit and experience many places and events to enhance their studies in the United States.
- Train, and evaluate support office staff to ensure compliance with appropriate laws and regulations.
- Coordinate and supervise counseling and advising for international students concerning academic and student life issues.
- Promote and market Citrus College for the recruitment of international students including travel to a variety of locations throughout the world.
- Develop and lead International Student Recruitment Advisory Team.
- Research promotion and marketing tools and materials by way of vendor visits, phone calls, the internet, and information mailings.
- Provide admissions services for international students.
- Manage the provision of visa services (including SEVIS document production) and mandatory reporting to appropriate federal agencies.
- Supervise and coordinate arrangements for new international students regarding their arrival to the United States and the college.
- Help assimilate students to Citrus College and the community.
- Utilize college staff and local resources to help familiarize the student with the college and the community.
- Serve as a liaison on the campus for international students and the other departments of the college.
- Perform related duties as assigned.



Position Description

Qualifications

Knowledge, Skills and Abilities

- Knowledge of U.S.C.I.S rules regulations and policies as they related to international students.
- Knowledge of SEVIS tracking system.
- Knowledge of modern office equipment and computer applications.
- Perform all of the relevant duties of the position with only general direction.
- Work effectively in a shared governance environment.
- Provide customer support from a management level.
- Provide customer service protocol with a customer-service oriented priority.
- Use effectively a personal computer and a variety of job-related software applications.
- Conduct long-range planning.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate effective communication in a multi-cultural environment with faculty, staff and students.
- Establish and maintain cooperative and effective working relationships with members of the college community and with outside contacts.
- Coach and manage assigned staff.
- Use electronic resources.
- Research trends in insurance industry.

Physical Abilities

- Incumbent must be able to function effectively indoors engaged in work of primarily a sedentary nature.
- Requires the ability to sit for extended periods of time to accomplish data entry and deskwork.
- Requires sufficient arm, hand, and finger dexterity in order to use a personal computer keyboard, multi-media presentation, and other office equipment.
- Requires normal hearing and speaking skills to communicate in one-on-one and small group settings and distinguish sound prompts from equipment.
- Requires visual acuity to read printed materials and computer screens.

Education and Experience

- Possession of a bachelor's degree required and two years of experience in international student services or general student services in a college setting.
- Masters degree is preferred.

Licenses and Certificates

- Requires a valid driver's license.

Working Conditions

- Work is performed indoors where minimal safety considerations exist. Some international travel is required.