Assistant Director of International Programs

**Definition of Class**
This is a supervisory position in which the incumbent assists in overseeing the day-to-day operations of the department and ensures university compliance with applicable regulations. Incumbent is responsible for coordinating international services and programs, and acts as a liaison with the United States and foreign governmental agencies. This position reports directly to the Director of International Programs.

**Examples of Work Performed**
Supervises the day-to-day operations of the department and makes necessary decisions in the absence of the Director.

Oversees the Student and Exchange Visitor Information System (SEVIS) operation, advising, and document production services.

Stays abreast of and interprets immigration regulations related to students, faculty, and staff. Advises and trains staff on immigration issues.

Ensures proper preparation of appropriate immigration documentation.

Advises incoming and current students, faculty, staff, and university departments on immigration issues and other related questions.

Assists in the creation and implementation of assessment tools related to international student, faculty, and staff needs. Takes actions to develop and maintain programs to meet needs.

Promotes international issues by conducting training sessions and participating in on-campus committees.

Supervises, trains, and schedules staff members.

Attends local, state, and national workshops and conferences; hosts and presents at various workshops.

Performs similar or related duties as assigned or required.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Assumes direct responsibility for the department in absence of the Director.
2. Ensures university compliance with immigration regulations. Advises and trains staff on immigration issues.
3. Acts as a liaison with the United States and foreign governmental agencies; ensures proper preparation of appropriate immigration documentation.
4. Advises incoming and current students, faculty, staff, and university departments on immigration issues and other related questions.
5. Provides supervision to assigned staff.

**Minimum Qualifications**
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

**Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.

**Vision:** No special vision requirement.

**Speaking/Hearing:** Ability to give and receive information through speaking and listening.

**Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit; talk and hear. The incumbent is periodically required to stand and walk.

**Experience/Educational Requirements:**

**Education:**
Bachelor’s Degree from an accredited college or university.

AND

**Experience:**
Two (2) years of experience related to the above described duties.

**Substitution Statement:**
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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