Definition of Class
This is a professional position in which the incumbent advises and assists the visiting international student segment of the University’s population of international students. The incumbent is the first point of contact for incoming visiting international students; processes and prepares applications and paperwork relating to admission status; designs and implements orientation and departure programs, as well as, interactive programs designed to enhance the integration and success of the University’s diverse population of international students on campus.

Examples of Work Performed
Processes and prepares applications and paperwork relating to admission status.

Advises visiting international students on general immigration matters relating to document processing, personal, and/or financial matters.

Assists in the coordination of international services relating to orientation, crisis management, document advising, and planning of cultural activities.

Assists students on campus with academic and personal needs by making contacts across campus.

Plans, participates and serves as a chaperone for cultural activities.

Serves as a liaison with U.S. government and foreign governmental agencies for visiting international student programs.

Communicates with faculty, staff, and international student's family members regarding personal or academic issues.

Stays abreast of immigration laws relating to various visa types.

Maintains, updates, and reviews records in a database to ensure eligibility status of current and future students.

Advises on volunteer and community service, as well as campus opportunities for involvement.

Plans and coordinates orientation, including facility reservations, speakers, arrival transportation and assistance with on- and off-campus housing.

Plans and coordinates a variety of academic, cultural and social programs.

Serves on campus committees and participates in staff meetings; stays abreast of technological advances to ensure the visiting international student’s needs are met.

Assists in the recruitment of visiting international students through various forms of communication, including email, web content, publications, and attendance at conferences.

Serves as point of contact for inquiries from international students via phone, email or in-person.

Provides individual counseling to visiting international students, using a cross-cultural perspective, on matters related to pre-arrival, arrival and adjustment to the U.S., Mississippi, and the campus. Interprets actions of American professors, students, and community members to visiting international students.
Assists in making referrals to the appropriate campus services.

Maintains budgets for programming and office needs.

Assist with goal setting, office planning, overall budgeting, and coordination and implementation of special projects and initiatives.

Attends cultural programs and University events on behalf of the department.

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. Processes and prepares applications and paperwork relating to admission status.
2. Serves as primary point of contact for inquiries from international students and partnerships via phone, email or in-person.
3. Provides administrative support relating to developing, coordinating, and implementing activities associated with international services programs and special events; serves as a chaperone.
4. Assists students on campus with academic and personal needs.
5. Assists in recruitment of visiting international students.

**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 10 pounds.
- **Vision:** Requirements of this job include close vision.
- **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 in Counseling, Education, Business or a related field from an accredited college or university.

  AND

- **Experience:** One (1) year 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.

Rev. 05/13/2015

The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADM/DEA employer.

The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.