International Programs Advisor

Definition of Class
This is a professional position in which the incumbent advises international scholars or students on U.S. laws and regulations relevant to their international status. Incumbent provides technical guidance to the University community on matters relating to visa types, which includes F-1, J-1, J-2, H-1, B1, TN, O-1, and/or permanent residency status. The incumbent provides administrative support; advises scholars and/or students; maintains records and monitors progress; assists with the coordination of scholar or student services; and makes decisions by exercising discretion and independent judgment.

Examples of Work Performed
Processes and prepares applications and paperwork relating to permanent residency, employment, and admission status.

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

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

Serves as liaisons with U.S. government and foreign governmental agencies.

Assists with the development and coordination of activities associated with the J-1 Exchange Visitor Program and other special events.

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

Stays abreast of immigration laws relating to various visa types.

Maintains, updates, and reviews records to ensure eligibility status.

Plans and implements international document training sessions. Develops materials to explain documentation process.

Serves as point of contact for inquiries from international scholars or students.

Provides individual counseling to international scholars or students. Interprets actions of American professors, students, and community members to international scholars and students.

Oversees the administration of the scholarship program for international students to include screening applicants, ranking, and preparing for final committee selection.

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. Advises international scholars or students on U.S. laws and regulations regarding issues relevant to their international status.
2. Serves as primary university official responsible for international document certification.

3. Provides administrative support relating to developing, coordinating, and implementing activities associated with international services programs and special events.

**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.

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