JOB DESCRIPTION

International Services Assistant

Definition of Class
This is a non-supervisory position in which the incumbent is responsible for providing immigration services for the University and international faculty and staff.

Examples of Work Performed
Advises international faculty, departments sponsoring international faculty, and the Human Resources Department on determining the appropriate visa and procedures.

Prepares and submits labor certifications, H-IB petitions, and permanent residency applications. Apply to change status. Assists with entry and re-entry into the United States.

Develops clear procedures that departments can follow when planning to hire foreign faculty. Develops handouts that explain procedures. Educates and trains departments regarding their responsibilities.

Reviews student admission and international visitor's invitation letters. Reviews financial documents.

Prepares immigration forms such as the I-20 and IAP-66.

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 faculty and staff on immigration matters.
2. Applies for H-visas and permanent residencies.
3. Educates campus departments and Human Resources regarding the hiring of international faculty and staff.
4. Prepares immigration forms such as I-20 and IAP-66.

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:** 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 and talk and hear. The incumbent is periodically required to stand and walk, reach; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

  **Education:**
  Graduation from a standard four-year high school or equivalent (GED).

  **Experience:**
  One (1) year of experience related to the above described duties.

**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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