

Saint Michael's College
Job Description

Job Title: Director of International Student and Scholar Services

Department: Academic Affairs/Center for Global Engagement

Supervisor or Manager's Title: Director, Center for Global Engagement

Date Created: 3/15/21

Last Revised: 2/2/22

Our Mission: It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:

- Provides resources regarding immigration and visa regulations for the international community at Saint Michael's College
- Supports international students and faculty in their curricular, co-curricular, and residential experiences
- Manages events and programs that enhance the lives of international students, and helps to bring a global perspective to the Saint Michael's community
- Supports efforts to advance comprehensive internationalization on campus through collaborative implementation of the College's new Strategic Plan, with the Center for Global Engagement serving as one of the three "Centers for Social Impact" supporting "Purposeful Learning" and "Strengthened Communities" as part of the reframed and integrated Saint Michael's College experience

Essential Duties and Responsibilities:

- Serves as Principal Designated School Official (PDSO) and Alternate Responsible Officer (ARO) for the F-1 and J-1 programs at Saint Michael's College:
 - Researches, monitors, interprets, and applies current immigration regulations
 - Maintains SEVIS database and interfaces with other campus data sources
 - Maintains international student records in compliance with immigration regulations
 - Communicates with federal agencies including the Department of State, Department of Homeland Security, Customs and Border Protection, and Citizenship and Immigration Services
 - Oversees students' documentation and compliance with SEVIS, US and Vermont law, and SMC policies
- Provides international student support services and connects international students with key resources on campus (both students on visas and US citizens from abroad)
 - Serves as liaison between students and the College
 - Helps international students connect with services on campus (academic, career advising) and in the community
 - Helps the College community better address the needs of international students
 - Organizes programming and education on topics specific to international students, such as taxes and Optional Practical Training
 - Guides students through application processes including, but not limited to, Curricular Practical Training, Optional Practical Training, Academic Training, reinstatement, change of status, Canadian visas, etc.
- Partners with Student Life to plan and execute International Student Orientation
- Designs and executes programs that bridge the international student experience and the Saint Michael's College domestic student experience

Saint Michael's College

Job Description

Job Title: Director of International Student and Scholar Services

CC: FCOE

- Manages communications to international students and the wider campus community, including the website, newsletters, and social media
- Sees the value of cultural, ethnic, gender, and other individual differences in people. Helps to create an environment of learning about, valuing, encouraging, and supporting differences

Secondary Responsibilities:

- Gains an understanding of the programs and opportunities supported by the Center for Global Engagement, including study abroad, international internships, scholarships and grants, Peace Corps Prep, in addition to international student support, and how these programs meet individual student interests and academic and co-curricular goals
- Stewards and tracks relationships with international constituents, such as alumni, faculty research partners and friends of the College
- Partners with Institutional Research to manage and report data on international enrollment and global engagement outcomes
- Supports programs such as incoming Fulbright scholars and student exchange programs
- Facilitates collaboration among campus offices regarding issues related to cultural adjustment, academic challenges, and other student concerns
- Surveys new international students annually

Positions Supervised:

- Student employee(s) of the Center for Global Engagement
- While not the direct supervisor, the Director of International Students and Scholars will oversee the work of the Designated School Officials at the College

Major Contacts:

- Director of the Center for Global Engagement
- Vice President for Academic Affairs
- Vice President for Student Life
- Associate Director of International Admission
- Director of Study Abroad
- Director of Center for Multicultural Affairs and Services
- Director of Residential Life
- Director of Career Education

Demonstrates Excellence:

- When international students are fully aware of their obligations and opportunities related to their visa status and have access to the resources for remaining in compliance with their visa status
- When students know where they need to go and how to achieve their goals
- When key offices of SMC have the knowledge needed to provide proper support of international students

Education and Work Experience:

- Bachelor's Degree or equivalent combination of education and experience
- Background in international education; understanding of the needs of international students
- Experience as a Designated SEVIS Officer is preferred

Knowledge, Skills, and Abilities:

- Outstanding planning and organizational skills
- Ability to multi-task as well as work independently and collaboratively
- Strong attention to detail, especially in regard to government regulations and official documents

Analytic Skills:

- Reads and interprets documents, including documents from other countries and government policy

Language and Literacy Skills:

- Demonstrated ability to comprehend and communicate technical information effectively and diplomatically
- Demonstrated ability to work and/or communicate effectively with culturally, ethnically, and linguistically diverse populations, both virtually and in person

Computer/Technology Skills:

- Familiarity with Microsoft Office products, Adobe Acrobat, SEVIS
- Ability to quickly learn new software systems. The College uses Ellucian Colleague, SoftDocs Etrieve, and Technolutions Slate

Licenses, Certifications, and Other Requirements:

- U.S. Citizenship or Permanent Residency per immigration regulation
- Valid driver's license

Physical Demands:

Work is often performed in a typical office environment requiring:

- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers (i.e. operating a computer keyboard)
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:

- Must be available to be on-call for students' immigration needs
- Occasional weekend and/or evening availability for international student support

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.