Associate Director, International Office

Job Code 00001369

General Description
Assist the director in serving the needs of the Texas State international faculty, staff and students.

Examples of Duties
Assist in completing immigration documents for Texas State international students, faculty and staff.
Create and maintain a support program for Texas State international students.
Assist in developing programs for processing of international visitor/exchange students on Texas State campus.
Assist in pursuing grant funded programs.
Book guests at Hill House.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: INS and Texas State policies concerning international students, faculty, and staff; forms required to meet a variety of INS requirements.

Skill in: Creating immigration documents, correspondence, reports and proposals; establishing rapport with a variety of clients from different cultures; giving presentations; using computer.

Ability to: Interpret and apply complex legal and technical documents; read and interpret statistics in reports and research; explain policies and procedures of INS, Texas State, and cultural mores of the US; determine which actions should be initiated; assist students, faculty, and staff in decision-making; determine if materials and H requests meet all criteria; determine recommendations or referrals for an international student who presents a problem; interpret Texas State and INS policies concerning students, faculty, and staff.

Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirements