Associate Director, International Office

Job Code 50023507

**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**