Associate Director, International Affairs

Job Code 50023507

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

Examples of Duties
Assist in completing immigration documents for University international students, faculty and staff.
Create and maintain a support program for 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.

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; computer systems.
Skill in: rapport with a variety of clients from different cultures; working well with a variety of University staff, students and faculty; effect communication that explains University policies and procedures.
Ability to: create immigration documents, correspondence, reports and proposals; apply complex legal and technical documents; give presentations; read and interpret statistics in reports and research; assist students, faculty, and staff in decision-making; determine recommendations or referrals for an international student.

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