Coordinator, International Office

Job Code 50010480

General Description
Coordinate federal compliance activities associated with Department of Homeland Security regulations related to F-1 students and J-1 exchange visitors, advise and counsel international students and exchange visitors, and assist in processing of applications for Texas State students, exchange visitors and non-immigrant faculty. Participate in and assist with international student recruitment.

Examples of Duties
Coordinate Student and Exchange Visitor Information System compliance with Department of Homeland Security regulations for Texas State related to Non-immigrants designated as F-1 and J-1.
Provide SEVIS documentation and provide assistance in submission of applicable U.S Citizen and Immigration Services applications for current F-1 Texas State students and transfer students from other U.S. institutions and for J-1 exchange visitors.
Advise and provide referrals for international students and J-1 Exchange Visitors regarding immigration regulations related to their status and with respect to cultural issues.
Maintain up to date knowledge of applicable regulations and policies by reviewing appropriate websites, maintaining contacts with colleagues, and by participation in professional development activities.
Participate in international student recruitment activities such as attending overseas education fairs, making contact with overseas advisors, and distributing informational material in hard copy, electronic and other forms in accordance with ethical general.
Respond to and make referrals for prospective students with whom the office has contact through its recruitment activities to the appropriate Texas State admissions offices and TSIE.
Maintain the office website and handouts.
Coordinate the production of IIE Open Doors and other statistical reports.
Assist with non-immigrant university employees USCIS application as needed.

Knowledge, Skills, and Abilities
Knowledge of: Relevant federal and state law; resources and sources of appropriate information; Texas State academic policies.

Skill in: Creating clear and accurate documents; diversity of communication; problem solving and decision making.

Ability to: Understand complex legal and technical material; interpret statistical reports; explain complex regulations and policies; communicate relevant issues to new students related to cultural adjustments, federal regulations and student life.
**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**