

CAMPUS STUDY ABROAD AND INTERNATIONAL EMPLOYEE ADVISOR

Function of Job:

Under general supervision of assigned supervisor, provide a wide array of academic and informational support services to study abroad students and/or scholars and to international employees; process all legal and regulatory documentation for study abroad students and international employees as required; serve as a campus contact on immigration matters.

Characteristic Duties and Responsibilities:

1. Provide individual advisement to study abroad students on social, environmental and academic issues, including exchange and internship programs, and make referrals as needed.
2. Support study abroad programs by designing recruitment materials, assessing student applications, communicating with prospective students and parents, and traveling to sites as required.
3. Develop and coordinate comprehensive orientation programs for study abroad students and international employees; create informational sessions and materials, design and implement campus-wide events to promote study abroad programs and to educate the campus regarding international social and cultural issues.
4. Assess insurance vendors and plans for students studying abroad; ensure that all students have coverage and the appropriate medical/emergency contact documentation, passport/visa, and related information.
5. Review all study abroad contracts for risk assessment and maintain currency with State Department advisories regarding sites on study abroad itineraries.
6. Develop and maintain working relationships with governmental immigration authorities, immigration attorneys, international agencies, and other immigration/international specialists.
7. Advise and assist international employees on employment and immigration matters, including employment applications and petitions to state/federal agencies, obtaining documentation for Green Cards, completing labor certifications, providing information for immigration attorneys, employment eligibility, and taxes.
8. Ensure accurate documentation and institutional compliance with relevant federal regulations regarding international employees and exchange programs.
9. Maintain records and reports as required.
10. Supervise staff as assigned.
11. Participate in institutional professional development and training.
12. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree in business, counseling, public relations or student services related area and three years of experience directly related to international employment and/or study abroad programs.
2. Ability to communicate effectively, both orally and in writing.
3. Knowledge of the structure, processes, and policies of domestic and/or foreign government agencies, as pertaining to study abroad students, non-immigrant employees, and employees seeking immigration status.
4. Ability to create, compose, and edit written materials.
5. Current knowledge of relevant laws and regulations pertaining to study abroad students and international employees.
6. Interviewing and academic advising skills.
7. Knowledge of federal reporting and regulations and requirements pertaining to international employees.
8. Computer skills as required by department.

Additional Desirable Qualifications:

1. Work experience in a college/university.
2. Master's degree in Public Relations, International Business, student services area or related field.

9-04-09
System Approval

8-24-09
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.