
Job Title	International Student Advisor and Recruiter Liaison
PVN ID	BA-1801-002278
Category	Administrative Services
Location	BARUCH COLLEGE
Department	Continuing Studies
Status	Full Time
Annual Salary	\$45,000.00 - \$52,000.00
Hour(s) a Week	35
Closing Date	Mar 02, 2018 (Or Until Filled)

General Description

Job Description:

The position will be housed within the Continuing and Professional Studies Division and will involve collaboration with the International Student Service Center (ISSC), which manages administrative services and immigration and visa matters for the international students at Baruch College. Reporting to the Director of the Global Programs in CAPS and under the supervision of the Director of ISSC with regards to the immigration and visa matters, the International Student Advisor will manage all processes and documentation related to international student visas for all students in the Division of Continuing and Professional Studies (CAPS) and will participate in international student recruitment and education agents support.

- Produce and process information on international students into the SEVIS System.
- Facilitate immigration paperwork and data entry for all CAPS international students
- Participates in admissions process for all CAPS international students
- Liaison for matters related to international education agents and marketing
- Manage all applications, documents, and tracking for international students in CAPS
- Primary point of contact for international students regarding visa status and queries
- Counsels prospective and continuing international students on immigration concerns, registration, change of status, medical leaves of absence and maintains student advising files
- Responsible for orientation, immigration informational workshops, mailings, flyers, document expiration tracking, and other processes, events, and materials related to international students as needed
- Conducts exit interviews with all CAPS international students at their point of departure
- Represents CAPS at CUNY meetings on Immigration and USCIS policies
- Assists in the planning of all international recruitment and marketing and provides back-up for the CAPS Recruitment Coordinator when needed
- Maintains international student demographic data for reporting and SEVIS compliance.
- Performs other related duties as assigned

Other Duties

Qualifications

REQUIREMENTS:

A Bachelor's Degree is required, master's preferred.

Four (4) years of experience in international student advising is required.

Experience in working with education agents is required.

Comprehensive knowledge of F-I and J-I immigration rules, regulations and procedures, along with familiarity with SEVIS policies and procedures is required.

A strong ability to establish priorities and manage multiple demands and assignments is required.

Attention to detail and exceptional customer service skills are essential, along with excellent organizational, verbal and written communication skills.

Must be proficient using Microsoft Office and education management software