
Job Title	International Student Advisor
PVN ID	QC-1606-001241
Category	Administrative Services
Location	QUEENS COLLEGE
Department	English Language Institute of Queens Col
Status	Full Time
Annual Salary	\$39,500.00 - \$51,500.00
Hour(s) a Week	35
Closing Date	Jul 25, 2016 (Or Until Filled)

General Description

The English Language Institute (ELI) at Queens College (QC) is a comprehensive academic program for learning English as a second language. The ELI's International Student Advisor's primary responsibilities are to ensure the ELI's compliance with the United States Code of Federal Regulations related to non-immigrant students and to advise prospective, new and continuing international students. The position reports to the Executive Director of the ELI.

Great benefits.

Other Duties

- Serve as a Designated School Official (DSO) to manage international students' information in the Student Exchange Visitor Immigration System (SEVIS) database.
- Issue I-20/DS-2019 documents (initial, continued attendance, change of educational level transfer, program extension and shortening program).
- Facilitate immigration matters and prepare immigration forms.
- Maintain relevant international student SEVIS records, prepare statistics and generate weekly reports.
- Provide ELI admissions counseling for prospective students including completing and submitting applications for student visas.
- Advise new and continuing international students on immigration procedures, registration, change of status, leave of absence and other issues.
- Provide counseling for students interested in applying to the City University of New York.
- Work with QC Admissions Office and other departments on ELI-QC projects.
- Maintain and communicate to students and staff up-to-date information on regulations, policies and practices.
- Coordinate orientation programs, cross-cultural events and information workshops.
- Collect, evaluate and report information on a number of international student success factors.

- Actively participate in staff meetings and attend professional development/training programs as needed.
- Other duties as assigned.

Qualifications

- Bachelor's Degree and two years of related international experience. In lieu of a degree, a combination of higher education and experience may be considered.
- Comprehensive knowledge of F-1 and J-1 immigration rules, regulations and procedures, along with familiarity with SEVIS policies and procedures.
- Attention to detail and strong technology skills to maintain and manipulate database and report; proficient in MicroSoft Office.
- Display a strong work ethic, commitment to excellence and capacity to work with a high level of discretion.
- Ability to be diplomatic, composed, and proactive in varied cross-cultural interactions.
- U.S. citizenship or Permanent Resident status required in order to qualify as a DSO

Please include cover letter, resume and three references.