

Job Title	Immigration Specialist
PVN ID	RF-2506-006891
Category	Managerial and Professional
Location	RESEARCH FOUNDATION OF C.U.N.Y.
Department	Human Resources
Status	Full Time
Annual Salary	\$75,863.00 - \$88,507.00
Hour(s) a Week	35
Closing Date	Aug 20, 2025 (Or Until Filled)

General Description

The Immigration Specialist reports directly to the **Assistant Director of Human Resources, Personnel Services**, with a dotted reporting line to the **Associate Director of HR, Employment Services**. This position serves as the subject matter expert on immigration-related employment matters for the Research Foundation of CUNY (RFCUNY). The incumbent acts as a liaison to internal HR units and external immigration counsel retained by RFCUNY, as well as attorneys representing employees.

The Immigration Specialist is also responsible for providing consultative support on employment-related immigration issues for a variety of visa classifications, including but not limited to **H-1B, TN, E-3, O-1, F-1 (OPT/STEM), J-1, and EAD** categories. The individual will also support general HR compliance initiatives, personnel services functions, and special projects as assigned.

Other Duties

- Prepare, manage, and coordinate all employment-based non-immigrant petitions including H-1B, TN, E-3, O-1.
- Prepare, manage and coordinate all employment-based immigrant visa petitions including EB-1, EB-2, NIW and PERM processes
- Assist Principal Investigators (PIs) and Project Directors (PDs) in understanding immigration processes and applicable fees.
- Evaluate whether a position qualifies under USCIS regulations (e.g., H-1B specialty occupation criteria).
- Provide proactive guidance to PIs/PDs and employees for preparing new and renewal petitions, ensuring timely submission of documentation.
- Respond to USCIS Requests for Evidence (RFEs) and initial screening requests in collaboration with external counsel.
- Advice on all employment-based immigration inquiries including petition statuses, visa renewals, and regulatory updates.

- Support first-time international hires with guidance on visa stamping procedures for employees and dependents (H-4, E-3D, TD).
- Provide onboarding guidance related to work authorization, Social Security application, and temporary residence procedures.
- Post and monitor Labor Condition Application (LCA) notices in compliance with DOL regulations.
- Maintain required Public Access Files (PAFs) and ensure compliance with Department of Labor and USCIS audit standards.
- Collaborate with external immigration counsel on all immigration related matters, to include, but not limited to appeals, revocations, and permanent residency (green card) applications.
- Track visa and EAD expiration dates, proactively notify stakeholders, and facilitate next steps for continued employment authorization.
- Oversee H-1B terminations and ensure revocation letters are submitted to USCIS in a timely manner.
- Ensure prevailing wage tracking and LCA compliance are maintained throughout the employment lifecycle.
- Advice on I-9 Employment Eligibility Verification processes and E-Verify compliance requirements.
- Coordinate invoice processing for immigration legal services with Procurement and Payables, ensuring proper billing to project accounts.
- Remain current on federal and state immigration regulations and best practices; apply updates as needed.
- Participate in HR initiatives and ad hoc projects as required.
- Perform other related duties as assigned.

Qualifications

- Bachelor's degree required; significant experience in employment-based immigration strongly preferred.
- Minimum of **three (3) years of experience** working on employment-based immigration matters, preferably within HR or legal services.
- Strong knowledge of U.S. employment-based immigration laws and processes.
- Excellent written and verbal communication skills, including the ability to interact effectively with legal counsel, federal agencies, and internal stakeholders.
- High attention to detail and strong organizational skills.
- Ability to manage multiple priorities and meet deadlines.
- Capable of handling confidential matters with discretion and sound judgment.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).