



**DATE ISSUED:** 02/19  
**FLSA:** Exempt  
**PTO:** VCS

## **JOB DESCRIPTION**

### **TITLE**

Assistant Director, International Student & Scholar Services (ISSS)

### **JOB SUMMARY**

Responsible for ensuring compliance with all aspects of the Student and Exchange Visitor Information System (SEVIS), as required by federal law. Manages immigration services for TWU international students, and assists with immigration services for scholars, faculty, and staff when needed. Maintains up-to-date knowledge of relevant immigrant and non-immigrant visa types. Provides direct support to the Director in the administration and operation of International Student & Scholar Services (ISSS) Provides a variety of complex immigration, academic and student support services for new and continuing international students. Work is performed under general supervision with evaluation based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

### **ORGANIZATIONAL RELATIONSHIPS**

*Reports to:* Executive Director for International Affairs

*Supervises:* Graduate Assistants and Student Assistants

### **ESSENTIAL DUTIES - May include, but not limited to the following:**

- Ensures compliance with all federal regulations regarding TWU's International Student & Scholar Services.
- Serves as Designated School Official (DSO) authorized by the Department of Homeland Security.
- Provides training for other TWU DSOs.
- Responsible for SEVIS maintenance and updates.
- Oversees F-1 student advising, issuing immigration documents, and assisting with timely and accurate SEVIS reporting.
- Advises international students on all aspects of SEVIS compliance, immigration regulations and benefits.
- Advises students and scholars on university procedures and resources.

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- Evaluates eligibility, process and/or approves Curricular Practical Training (CPT), Optional Practical Training (OPT) applications, travel endorsements, letter requests, changes of level/major, reduced course load, concurrent enrollment, dependent visa documents, and other services.
- Acts as a liaison in interactions between students and U.S. Citizenship and Immigration Services (USCIS) and other government agencies.
- Develops, promotes and conducts presentations/workshops on topics related to new student orientation, immigration, Curricular Practical Training (CPT), Optional Practical Training (OPT) and other topics as needed.
- Updates Cost of Attendance information each year.
- Administers Good Neighbor Scholarship.
- Serves as a resource for faculty and staff working with international students.
- Assists Executive Director for International Affairs with advising and services for TWU-sponsored employees on H-1B visas, visiting scholars on J-1 visas and other visa classifications as needed.
- Coordinates edits/updates for ISSS website.

#### **ADDITIONAL DUTIES**

- Performs other duties as requested.

#### **EDUCATION**

Bachelor's degree required. Master's degree in higher education, student development, counseling, or related field preferred.

#### **EXPERIENCE**

Three years of related work experience in international education; two of the three years serving as P/DSO and immigration advisor for international students preferred.

#### **REQUIREMENT**

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

#### **KNOWLEDGE, SKILLS, AND ABILITIES- The following are essential:**

- Ability to interact with personnel with diverse cultural backgrounds.

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- Ability to plan, direct, and evaluate a complex operation, using personnel, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to take the initiative and work independently.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.
- Ability to communicate effectively -orally, by phone, in person, and in writing.
- Ability to travel for professional development or other university purposes.
- Ability to work some weekends and/or some evenings.
- Ability to use a personal computer and other office equipment, including related university software and email.

### ***PHYSICAL DEMANDS***

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

### ***WORK ENVIRONMENT***

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

### ***SAFETY***

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management.

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Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_

***Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.***

***Texas Woman’s University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran’s status, or against qualified disabled persons.***

***All positions at Texas Woman’s University are deemed security sensitive requiring background checks.***