JOB DESCRIPTION

TITLE

Assistant Director, Office of International Education

JOB SUMMARY

Responsible for remaining cognizant of current and changing immigration regulations pertaining to international students. Provides direct support to the Director in the administration and operation of the Office of International Education (OIE). Areas of responsibility include international admissions, immigration, and study abroad. 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: Director of International Education

Supervises: Graduate Assistants and Student Assistants

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

- Serves as DSO with responsibility to ensure compliance with SEVIS regulatory recordkeeping and reporting requirements; includes SEVIS registration and monitoring SEVIS alert lists.
- Evaluates eligibility, process and/or approve CPT and OPT applications, travel endorsements, letter requests, change 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.
- Communicates with and advise international students regarding immigration regulations and benefits and TWU admissions procedures.
• Conducts Curricular Practical Training (CPT), Optional Practical Training (OPT) and other international education workshops.
• Assists with program planning and implementation of International Student Orientation and other international student programs.
• Assists with program planning and implementation of TWU Open House programs and Study Abroad events.

ADDITIONAL DUTIES

• Performs other duties as requested.

EDUCATION

Master’s degree in higher education, student development, counseling, or related field.

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.
• Ability to plan, direct, and evaluate a complex operation, using manpower, 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 to TWU Dallas and Houston campuses and to other off-site locations 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. 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:** __________________________

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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.