ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: Assistant Director
DEPARTMENT: Office for International Service, Office of the Provost

RESPONSIBILITIES:
- Serve as a DSO for F-1 students and an ARO for J-1 students/scholars.
- Develop and implement systematic procedures for assessing the needs of international students and developing and maintaining programs to meet those needs.
- Advise and serve as a resource for faculty and staff in all schools on guidelines and policies regarding international student immigration requirements, benefits and obligations.
- Publish five OIS Newsletters per year.
- Manage communications to students on important information regarding US immigration obligations, rights and requirements under the law.
- Improve efficiencies in OIS office procedures through use of available digital resources.
- Incoming students:
  - Review applications for I-20s
  - Advise incoming students
  - Issue Initial and Transfer Pending I-20s
  - Process immigration check-ins
- Global Transition (GT):
  - Manage the work of two GT Student Coordinators and 40-50 Global Transition Assistants
  - Create, manage and execute GT Program biannually.
  - Coordinate and liaise with several other external entities and internal departments involved in GT including but not limited to Residential Life, Aramark, Academics, The Institute for American Language and Culture (IALC), Student Involvement, Ram Van, Mission, Integration and Planning, and Campus Security
  - Analyze and prepare reports using data from GT program evaluations
  - Global Transition Society, Advisor, with oversight of Society Board.
- Current Students & Post-Graduation:
  - Respond to immigration inquiries and provide immigration advising
  - Manage the University’s SEVIS reporting for all Rose Hill F1 students
  - Review applications and issue work authorization
  - Assist students in applying for OPT, advise them while under OPT

QUALIFICATIONS:
- Expert level with knowledge of the F and J regulations and advisement
- 3 years’ experience as a DSO and /or ARO
- 3 years’ experience with SEVIS and batch programs
- 3 years’ experience with Banner and ISSM
- 3 years’ experience managing student-centered programming and overseeing students staff/workers
- 3 years’ experience with web editing and the development of guidance documents; must hold a Master’s degree
- Interest in and experience with inter- and cross-cultural programming is a plus.
- Must be a U.S. Citizen or U.S. Permanent Resident.
  (NOTE: Under U.S. Federal Regulations, a DSO and/or ARO must be a U.S. Citizen or U.S. Permanent Resident.)

SALARY: Commensurate with experience
FLSA CATEGORY: Exempt
START DATE: ASAP
SEND LETTER AND RESUME TO: David Heston dheston@fordham.edu

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