ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK:  
International Student/Scholar Advisor and SEVIS Administrator

DEPARTMENT:  
Office for International Service (OIS)  
Office of the Provost  
Rose Hill

RESPONSIBILITIES:

- Assigned as being Designated School Official (DSO) to implement regulations under SEVP compliance. Including, not limited to, performing SEVIS database management duties such as CPT and OPT applications, SEVIS registration, and external communications management.
- Responds to immigration inquiries and provides immigration advising to the University’s current and incoming international students.
- Issues I-20 documentation and perform various administrative tasks in support of office information systems and mailings.
- Advises and facilitates Post-Completion OPT and STEM OPT applications for University’s F-1 graduates.
- Drafts language for and edit OIS newsletters and website.
- Serves as a liaison to Lincoln Center admissions offices.
- Attends professional conferences and training sessions to develop and maintain skills and knowledge.
- Supports, hosts, and attends OIS events including orientation programming and information sessions.

Database and SEVIS Administration:

- Maintains International Student and Scholar Management (ISSM) database by liaising with IT for updates and annual certification.
- Monitors data flow from Banner to ISSM.
- Assists IT with troubleshooting and testing elements of ISSM to ensure database’s functionality.
- Manages OIS’ SEVIS related operations to maintain best practices, assist in the resolution of datafix tickets and respond to correction requests.
- Keeps abreast of changes in F-1 regulations and changes in SEVIS functionality and requirements and assists with setting up institutional policies accordingly.
- Creates and updates office informational handouts or deliverables for document submission portals and/or office website.
- Prepares, formats and issues University-wide communications from OIS through Fordham messaging Platform Acoustic.

QUALIFICATIONS:

- Bachelor’s degree required; Master’s degree preferred.
- Minimum three years of experience in international education required.
- Must demonstrate commitment to fostering an inclusive living-learning-working community.
- Outstanding organizational skills, team player and the ability to work collaboratively.
- Customer service oriented and also be able to work under pressure.

SALARY:  
Commensurate with experience

FLSA CATEGORY:  
Exempt

START DATE:  
ASAP

SEND LETTER AND RESUME TO:  
longarino@fordham.edu

Fordham University is committed to excellence through diversity and welcomes candidates of all backgrounds.  
Fordham is an Equal Opportunity Employer –Veterans/Disabled and other protected categories.