

JOB INFORMATION

Effective Date	2/13/2023
Job Code:	2257
Job Title:	Dir, Intl Adm & Student Serv
Salary Grade/Structure:	070 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Academic Affairs
Job Family:	Academic Advising
Job Summary	As part of a student-centered Office of Global Initiatives team, the Director serves as the PDSO for the university. Oversees all operations related to Pre-Departure and New International Student Orientation, International Admissions, and International Advising. Responsible for executing the international recruitment plan and overseeing the prospective communication plan. Supervises 6 full-time staff members. Serves as a Campus Security Authority as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistic Act (Clery Act).

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree		Required	
Master's Degree		Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	Five years of experience in admissions, recruitment, counseling and/or international advising.	Required	
Some	Three years of supervisory and DSO experience.	Required	
Less than 3 yrs	Experience as a PDSO.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
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Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Thorough understanding of immigration regulations related to international students and university policies regarding admissions and enrollment. 	Skilled
<ul style="list-style-type: none"> Must have clear, precise, and effective oral and written communication skills. 	Proficient
<ul style="list-style-type: none"> Ability to lead, oversee, and supervise the activities of others. 	Proficient
<ul style="list-style-type: none"> High level decision making skills. 	Skilled
<ul style="list-style-type: none"> Ability to organize and prioritize work as well as the ability to work under strict deadlines. 	Proficient
<ul style="list-style-type: none"> Must have sensitivity to cultural diversity. 	Skilled
<ul style="list-style-type: none"> Ability to multitask. 	Proficient

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Assist and support the Student Affairs Division on Pre-departure Orientation, New International Student Orientation. Oversight of Immigration Advising and monitoring for F-1 students and alumni. PDSO for the university overseeing SEVIS compliance for F-1 students and their dependents. Disseminate information and guidance regarding federal regulations governing employment, visa processing, maintenance of status, and immigration benefits of foreign nationals among campus stakeholders. Works with other offices on the development and implementation of services and support programs for international students assisting in the adjustment, development, retention, and graduation of international students. Conduct professional consultation and training for university departments on all issues related to the hiring of foreign nationals and their required immigration processing procedures. 	35%
<ul style="list-style-type: none"> Develops strategic, data-driven recruitment and enrollment strategies and goals with the SIO. Executes the international recruitment plan. Attends recruitment and outreach events/activities. Oversees the prospective student communication plan and development in CRM. Provides and analyzes prospective student data; provides ROI to SIO on recruitment initiatives. Works with MarCOMM on development of recruitment materials. Collaborates with academic departments on recruitment initiatives. Responsible for creating and updating training material used for recruiting purposes. 	30%
<ul style="list-style-type: none"> Manages the international admission process and staff including; oversight of the scanning process for international applicants' documents, evaluating foreign transcripts, determining degree equivalency, calculating GPAs, issuing I-20s, etc. Reviews and analyzes data to monitor admission processing and identify trends affecting application completion and enrollment. Serves as liaison between the Office of Global Initiatives and outside departments as it relates to the admission process. 	25%
<ul style="list-style-type: none"> Performs other duties as assigned. 	10%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description