

**JOB INFORMATION**

Effective Date	1/18/2023
Job Code:	3112
Job Title:	Global Scholar Advisor II
Salary Grade/Structure:	030 - Admin-Professional
Career Level Name:	P2 - Intermediate Professional
FLSA Name:	Exempt
EEO Code:	
Job Function:	
Job Family:	
Job Summary	The Global Scholar Advisor II administers all university-approved education abroad and exchange programs. Serves as the U.S. Department of State officer to provide expert advice to all J-1 categories, including immigration advising. Is involved with the immigration, recruitment, and admission of education abroad and scholar programs. Ensures that all education abroad and scholar participants participate in health and safety pre-departure orientation. Serves as the primary contact for all inbound non-student categories. Acts as the primary resource and administers online application processes through the use of Terra Dotta software (education abroad CRM). Serves as a campus security authority as defined by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). Will be required to work some evenings and weekends as needed.

**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	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Progressive experience with international admissions and or education abroad in higher education. Experience with student visa processing - F-1 and J-1 exchange. Experience with US Department of State resources and requirements for travelers.	Required	
Some	Five years of experience with international admissions and or education abroad field in higher education. Terra Dotta data management software experience. PeopleSoft experience.	Preferred	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	Individual must be either a U.S. citizen or a lawful permanent resident of the United States in order to access the U.S. Department of Homeland Security database - SEVIS and to facilitate J-1 exchange.	Upon Hire	Required	

## Knowledge, Skills and Abilities

KSAs	Proficiency
• Thorough understanding of university policies regarding foreign course enrollment, and UHCL international admission process	Skilled
• Excellent communication skills, both written and oral as well as sensitivity to cultural diversity. Ability to provide professional and personal counseling.	Skilled
• Ability to organize and prioritize work and to work under strict deadlines and to coordinate projects, anticipate deadlines, and adjust priorities when dealing with competing and complex tasks are required to perform duties.	Skilled
• Sensitivity to cultural diversity as well as the ability to provide professional and personal counseling and exercise sound judgment and discretion in dealing with sensitive matters.	Skilled
• Knowledge of university academic programs with knowledge of UHCL policies/procedures, or ability to learn.	Skilled
• Familiarity with international higher education systems and different program models and best practices in study abroad.	Skilled
• Knowledge of passport/visa advising and visa application processes for both domestic and international students.	Skilled
• Excellent technology skills. Ability to use standard office software (word processing, database, presentation, spreadsheet, desktop publishing). Skills in the use of social media for marketing and programming purposes; agility in learning new technologies.	Skilled
• Strong analytical skills, ability to learn quickly, and apply knowledge to new problems for the J-1 visa exchange program.	Skilled
• Ability to read and interpret the U.S. Department of Homeland Security immigration regulations, make decisions and communicate complex information to varying audiences.	Skilled

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
• Provides administration, departments, and non-U.S. citizens with independent high-level professional guidance on J-1 visa estimated timelines; obligations of sponsorship; MOU status, and visa sponsorship for non-U.S. citizens appointed, invited, accepted, and/or visiting the institution under the J-1 student designation.	20%
• Acts as the primary resource and to administer online nomination/application/approval processes through the use of Terra Dotta software (education abroad CRM). Responsible for tracking students and faculty education abroad requirements, risk management components, course transfer approvals, the maintenance of student electronic records for education Abroad CRM database to ensure accuracy of student enrollments in education abroad programs.	20%
• Assists the Executive Director with providing administrative support (e.g., marketing, budgeting, program development, application set-up and management, relationships with overseas partners, etc.) for a number of faculty-led programs, exchanges, and U.S. State Department grants.	15%

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>Performs administrative functions, including, but not limited to, facilitating year-round application processes from correspondence through MOUs; reporting financial transactions including payment reconciliation; maintaining resident and alumni databases and running reports. Represents Education Abroad at outreach and orientation events. Collaborates with campus academic advisers in the various Colleges and academic departments to consult about education abroad options, processes, participation rates, and to facilitate the integration of education abroad coursework with UHCL major and degree requirements</li> </ul>	10%
<ul style="list-style-type: none"> <li>Serves as a liaison to all UHCL approved exchange programs in non-student categories. This includes maintaining contact regarding students abroad with particular needs/questions/concerns (as necessary), organizing program representative visits to campus, and arranging meetings with faculty (as needed).</li> </ul>	10%
<ul style="list-style-type: none"> <li>Manages department email and correspondence. Corresponds with domestic and international partners on routine student needs and routine academic processing. Handles routine communication within the department as requested. Ensures foreign transcript evaluations and transfer coursework.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Promotes education abroad programs, exchanges, application process (faculty, students, and scholars), deadlines, and all pertinent information to all students to increase participation. Participates in major campus programming initiatives to increase education abroad awareness and recruitment. Plans and coordinates the education abroad events, including scholar events, faculty workshops, and risk management training. Ensures variety, consistency, balance, and creativity/innovation across events and sessions.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Performs other duties as assigned.</li> </ul>	5%

## 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			

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
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