

**JOB INFORMATION**

Effective Date	8/14/2021
Job Code:	2844
Job Title:	International Admissions Advisor I
Salary Grade/Structure:	030 - Admin-Professional
Career Level Name:	P1 - Entry Professional
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Academic Affairs
Job Family:	Academic Advising
Job Summary	The International Admissions Advisor I guides and counsels prospective international students regarding international admissions requirements. Assists in admissions processing for all international students including; record maintenance, transcript evaluations and correspondence. Enforcing university, state and federal policies and procedures as that pertain to international students. Assists in development of services and programs for international students.

**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	
High School Diploma or GED	Progressive years of experience in higher education (college or university setting)admissions, records or enrollment.	Required	
Associate's Degree	International student admissions or equivalent. Bilingual or other culturally diverse experience.	Preferred	
Bachelor's Degree	International student admissions or equivalent. Bilingual or other culturally diverse experience.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Less than 3 yrs	Two years of experience working with international students in secondary or post-secondary education.	Required	
Some	International Student admissions, immigration compliance or equivalent. Culturally diverse experience.	Preferred	

## Licenses and Certifications

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

KSAs	Proficiency
• Thorough understanding of university policies regarding admission and enrollment.	Skilled
• Must be able to communicate professionally and effectively with students, faculty and staff, as well as external constituents.	Skilled
• Must be able to collaborate effectively as part of a team.	Skilled
• Knowledge of PeopleSoft.	Skilled
• Skills in Microsoft Office, specifically Word, Excel, and PowerPoint.	Basic
• Knowledge of Third Party External testing systems, ETS, IELTS, and GRE.	Skilled
• Excellent communication skills, both written and oral.	Skilled
• Ability to organize and prioritize work and to work under strict deadlines	Skilled
• Interpersonal Communication Skills.	Skilled
• Ability to organize and prioritize work and to work under strict deadlines.	Skilled

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
• Advises and counsels prospective international students concerning admission criteria of the university, adjusting to American culture and getting settled in the university community. Advises international students on a daily basis regarding academic programs, immigration issues regarding to admissions. Assists students in preparation of documents for initial I-20 to be submitted to Department of Homeland Security (DHS) agencies or a U.S. consulate.	40%
• Provides admissions services including application entry, official transcript evaluation, record maintenance, and documentation for DHS agencies, including acceptance/denial letters. Evaluates applications received from prospective international students to determine preliminary admission criteria.	35%
• Maintains international student files by reviewing accuracy of data entry of required documentation on PeopleSoft; overseeing preparation and mailing of status letters, and sending documentation for admission to the respective schools	10%
• Participates in outreach events designed to attract international students and assists in development of services, programs and policies for international students. Produces and updates publications, forms, announcements and newsletters on a regular basis.	5%
• Interacts with student and student families regarding the transition to the United States International Education and Student Services.	5%

## PRE-EMPLOYMENT

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

## PHYSICAL DEMANDS/WORKING CONDITIONS

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