



JOB TITLE: OPERATIONS OFFICER F-1 VISA PROGRAM

Classification: Classified
Salary Range: 39

Retirement Type: PERS*
Revised/Board Approved: March 20, 2000

[On-going funding of this program is contingent upon the generation of income for the program to be self-supporting]

BASIC FUNCTION:

Under the supervision of the Director of Admissions and Records, responsible for the overall operations of the F-1 Visa Program office which includes but is not limited to: recruitment, selection, admissions, and follow-up of the F-1 Visa students; processing, evaluating, and ensuring proper status of F-1 Visa students; implementation of INS rules and regulations as they apply to F-1 visa students; initiate, develop, maintain, and disseminate specialized and technical information related to the F-1 Visa program; facilitate the development of electronic systems to support and streamline procedures; provide training and direction to clerical and advising staff; serve as the institutional liaison for audits, federal and state program reviews; serve as a resource person and coordinate F-1 Visa processing information with other areas on campus.

REPRESENTATIVE DUTIES:

Establish, implement, and monitor processing procedures and timeframes in the recruitment, selection, and admissions of F-1 Visa students; complete necessary correspondence, record keeping, and reporting related to the program.

Initiate, develop, maintain, and disseminate specialized and technical information related to F-1 Visa Program. Ensure institutional compliance with INS (Immigration and Naturalization Service) laws, procedures and requirements as mandated in current federal legislation and state statutes. Maintain the foreign student insurance program.

Ensure compliance in and assist students with visa changes, change in status, work permits, transfers, travel documents, and financial affidavits.

Design a comprehensive Home-Stay (housing services) Program.

Interact, consult, and work with ESL faculty to provide appropriate course offerings for F-1 Visa students.

Design and implement expanded promotional and recruiting materials, newsletters, and information packets regarding program requirements and available support services.

Work with staff in the design and implementation of an F-1 Visa student club and schedule cultural and social activities for F-1 Visa students.

Work with counselors in the provision of counseling services and the implementation of orientation courses for F-1 Visa students.

Represent the college in community and professional functions related to the F-1 Visa Program.

Serve as a resource person and coordinate F-1 Visa information with other offices on campus, including, but not limited to, Admissions, Counseling, Public Information, Student Services, and Instruction, Accounting/Cashiers, Information Systems, etc. to ensure cooperation and support from related departments.

Train and direct clerical and advising staff to ensure consistency with institutional procedures and regulatory requirements, monitor progress towards established time frames.

Supervise hourly/casual, and student help.

Assist the Director in reviewing, interpreting and implementing federal, state, and college regulations and policies related to the administration of the F-1 Visa Program, assessing the impact on students and the institution.

Facilitate the ongoing development of electronic systems to support and streamline F-1 Visa procedures.

Oversee the annual budget and monitor overall income and expenditures in the program

Perform related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Education equivalent to graduation from an accredited four year college or university with a degree preferably in counseling, student personnel services, marketing, international studies, or related field. Four years of increasingly responsible experience in F-1 Visa Programs, student support services or other related paid work experience. Additional paid related work experience may be substituted for the education on a year for year basis.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Federal, state, and county-specific regulations related to F-1 students.

Institutional policies and procedures.

Electronic systems to support F-1 Visa tracking and processing.

F-1 Visa recruitment procedures and marketing strategies.

F-1 Visa student needs and special support services.

Abilities/Skills:

Perform a variety of specialized and technical work involving independent judgment and having fiscal implications for the institution.

Communicate effectively with students, faculty and staff.

Assimilate complex information, establishing processes to effectively serve F-1 Visa students.

Establish and maintain a cooperative and effective working relationships with others.

WORKING CONDITIONS:

Office setting.

Frequent domestic and international travel.

Hand and finger dexterity to operate various office equipment.

Interact with a variety of individuals.

Frequently moving from one area to another.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.