

WARTBURG COLLEGE
POSITION DESCRIPTION

Title of Position - Director of International Student Services
March 21, 2017

Function of Position:

Under the direction of the Vice President for Student Life and Dean of Students, the director plans, organizes, and directs the International Student Services program and fulfills all legal reporting requirements to government agencies.

Duties and Responsibilities:

- 1) Advise Wartburg's population of over 130 F-1 international students on immigration (SEVIS), academic, financial, visa, tax forms (8843, 1040NR, and Iowa), health insurance, and personal/cultural adjustment issues; collaborate with housing, dining and security staff to resolve related issues. (25%)
- 2) Advise (serving as a secondary academic advisor), mentor, and advocate for international students; serve as resource consultant to counselors, faculty, and other professionals for special needs and make referrals as needed; and encourage student engagement in campus activities. (25%)
- 3) Fulfill all legal reporting requirements to governmental agencies as designated school official (DSO); maintain SEVIS records and USCIS requirements for all international students; prepare appropriate travel documents; maintain student files. (15%)
- 4) Organize employment and immigration workshops and lectures including optional practical training; aid the International Club in organizing social events; plan and support the annual Culture Week celebration. (10%)
- 5) Coordinate pre-arrival information with Admissions staff and pre-registration information with Registrar; design and implement an international student orientation/registration program, and work with the International Friendship Family Program. (15%)
- 6) Oversee student staff and manage departmental budgets. (5%)
- 7) Participate in Student Life meetings and campus committees; maintain active membership in NAFSA (National Association of Foreign Student Advisors) and participate in other professional organizations. (5%)
- 8) Other related duties as assigned.

Supervision:

Employee is responsible for determining own work assignments referring to policies and general objectives for guidance. Employee independently devises new methods to meet conditions and confers with supervisor regarding unusual matters.

Qualifications:

Requires BA (MA Preferred), three years related experience, knowledge of F-1 student regulations, including tax preparation, evidence of strong written and oral communication skills, problem-solving and effective interpersonal skills. Must be a U.S. citizen or lawful permanent resident as designated school official (DSO) for Wartburg College. Prefer experience as a designated school official (DSO); prior overseas experience; and experience with SEVIS, USCIS, and international population.

Application Procedure:

Send a letter of interest including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: HR@wartburg.edu See www.wartburg.edu for further information about the college. Screening begins immediately and continues until the position is filled. Review of applications will begin on April 28, 2017.

WARTBURG COLLEGE is a selective liberal arts college of the ELCA, nationally recognized for community engagement. As an affirmative action, equal opportunity institution, Wartburg College actively seeks applications from underrepresented groups.