

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Manager, International Students Program	Range: 11 (CL)	Management Schedule
Date Revised:		Date Approved:	April 26, 2005
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A ONE-YEAR PROBATIONARY PERIOD			

PRIMARY PURPOSE

This position is responsible for performing a variety of administrative and supervisory duties related to the college International Students Program and serves as the Primary Designated School Official with responsibility for maintaining compliance with Department of Justice and Department of Homeland Security regulations regarding admissions, monitoring, advising, and matriculation of F-1 visa students.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Provides leadership in the administration, organization and development of the college International Student Program; develops program objectives, policies and procedures; assures consistency of objectives, policies and procedures with those of the college and the District.
2.	Recruits international students by representing the college in local communities, organizations and schools, agencies, embassies, and through international contacts.
3.	Promotes awareness of the college International Students Program; develops advertising and marketing plans and materials, including catalogs, brochures, website, and application materials.
4.	Oversees the admission of international students, including use of the Student and Exchange Visitor Information System (SEVIS) to maintain accurate records and compliance with mandated immigration regulations; explains, interprets, and applies immigration regulations relating to international students; monitors admissions to ensure conformance with District admission policy; prepares and maintains detailed and comprehensive reports, records and files regarding program students, personnel, facilities and activities.
5.	Oversees the matriculation process for international students, including orientation, assessment testing, counseling and registration; monitors student academic eligibility; conducts workshops and meetings designed to assist international students in achieving academic and career goals.
6.	Provides advice and assistance to international students regarding support services, including acculturation programs, housing resources, F-1 employment resources, foreign financial aid and scholarships, and health insurance coverage; monitors compliance with nonresident alien W-4 employment requirements for students who seek employment with the District.
7.	Develops and recommends program budget; monitors budget to ensure that expenditures and operations remain within established budget limitations; maintains appropriate records and controls to assure program fiscal accountability; prepares fiscal reports as directed.
8.	Trains, supervises, evaluates and directs the work of personnel as assigned; participates in selection and hiring processes.
9.	Plans, organizes and arranges appropriate training and staff development activities; provides orientation for new employees.

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10.	Organizes, attends, or chairs a variety of meetings as required; serves on committees and special projects as assigned; coordinates program operations and activities with other campus programs and services, as appropriate.
11.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
12.	Performs related duties as assigned.

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The International Students Program Manager maintains frequent contact with students, with representatives and service providers from the community and governmental agencies, and with various college and District personnel.

EDUCATION AND EXPERIENCE

Required Qualifications

Bachelor's Degree in a discipline related to the assignment and at least two (2) years of experience in working with an International Students Program or similar program;
United States Citizenship (required for access to SEVIS system).

Desirable Qualifications

Master's degree in a discipline related to the assignment;
Experience with F-1 visa immigration regulations and the Student and Exchange Visitor Information System (SEVIS) and procedures;
Administrative or supervisory experience, preferably in higher education;
Experience in educational program development, marketing, recruiting and management, preferably within the California community college system;
Experience working with international students and diverse populations.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives
 Knowledge of federal F-1 visa immigration regulations
 Knowledge of Student and Exchange Visitor Information System (SEVIS) and procedures
 Knowledge of state education code and Title 5 requirements relating to admission of students
 Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
 Knowledge of budget preparation and maintenance
 Knowledge of appropriate software and databases
 Ability to interpret, apply and explain rules, regulations, policies and procedures
 Ability to analyze situations accurately and adopt an effective course of action
 Ability to plan, organize and prioritize work
 Ability to meet schedules and time lines
 Ability to work independently with little direction
 Ability to understand and follow oral and written directions

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Ability to communicate efficiently both orally and in writing
Ability to supervise, train and provide work direction to others
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

Office environment; subject to interruptions and frequent interaction with others; sitting for long periods at a time (up to two-three hours); may require some lifting and moving to set up for events; may require off-site duties and activities.
