

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Manager, International Students Program	Range: 15 (CL)	Management Schedule
Date Revised:	August 1, 2017, September 13, 2022	Date Approved:	April 26, 2005
THIS IS A DESIGNATED CLASSIFIED MANAGEMENT POSITION SUBJECT TO A SIX-MONTH PROBATIONARY PERIOD			

PRIMARY PURPOSE

Under the direction of a Dean, 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.	Provide leadership in the administration, organization and development of the college International Student Program; develop program objectives, policies and procedures; assure consistency of objectives, policies and procedures with those of the college and the District.
2.	Recruit international students by representing the college in local communities, organizations and schools, agencies, embassies, and through international contacts.
3.	Promote awareness of the college International Students Program; develop advertising and marketing plans and materials, including catalogs, brochures, website, and application materials.
4.	Oversee 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; explain, interpret, and apply immigration regulations relating to international students; monitor admissions to ensure conformance with District admission policy; prepare and maintain detailed and comprehensive reports, records and files regarding program students, personnel, facilities and activities.
5.	Oversee the matriculation process for international students, including orientation, assessment testing, counseling and registration; monitor student academic eligibility; conduct workshops and meetings designed to assist international students in achieving academic and career goals.
6.	Provide 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; monitor compliance with nonresident alien W-4 employment requirements for students who seek employment with the District.
7.	Develop and recommend program budget; monitor budget to ensure that expenditures and operations remain within established budget limitations; maintain appropriate records and controls to assure program fiscal accountability; prepare fiscal reports as directed.
8.	Train, supervise, evaluate and direct the work of personnel as assigned; participate in selection and hiring processes.
9.	Plan, organize and arrange appropriate training and staff development activities; provide orientation for new employees.

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10.	Organize, attend, or chair a variety of meetings as required; serve on committees and special projects as assigned; coordinate program operations and activities with other campus programs and services, as appropriate.
11.	Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
12.	Provide leadership in District/College efforts to increase the diversity of faculty and staff, to address student achievement gaps, and in the creation of a welcoming and inclusive work and educational environment.
13.	Assist and promote the growth and success of a diverse population of students and employees through the development of interculturally competent and equity minded management and leadership abilities. The ideal candidate should have experience in this area with African Americans, Latinx, Native Americans, Pacific Islanders and other disproportionately impacted students and employees.
14.	Perform 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

Minimum 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).

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

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.

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Experience in educational program development, marketing, recruiting and management, preferably within the California community college system.

Experience working with international students and diverse populations.

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

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

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

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.
