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Assistant Director, International Students and Scholars

**International Students & Scholars
University of California, Santa Barbara**

Summary of Job Details:

Under the general direction of the Director of International Students and Scholars, the Assistant Director utilizes advanced knowledge of various federal programs, immigration policy, OISS services and cross-cultural communication to effectively serve the student and scholar population. Interfaces with the Department of Homeland Security, and campus and UC administration. Maintains a broad, functional understanding of Citizenship & Immigration Services (CIS), Immigration & Customs Enforcement (ICE), Department of State and Department of Labor regulations, policies and procedures related to non-immigrant and immigrant visas to provide assistance and training for the campus. In collaboration with the Director, works on assessment and evaluation of the department's operational and program efforts, and division strategic planning, assessment, budget and mission continuity reports. Supervises 4.0 FTE Career staff who provide complex advising, counseling, and other services to over 4,000 graduate and undergraduate non-immigrant students. In the absence of the Director, responsible for supervision of all staff. Using advanced knowledge and specialized skills, advise students and develop program modes to address federal regulations, and academic, personal financial and acculturation issues; serves as Principal Designated School Official for F-1 students and Alternate Responsible Officer for J-1 Exchange Visitor Program. Maintains up to date knowledge of federal laws, regulations pertaining to international students, assists in the development of campus policies and procedures affecting non-immigrant students. Ensures a thorough department marketing plan to provide information to students, faculty and staff. Oversees student and scholar services operations, compliance with Department of Homeland Security regulations, responsible for recertification with Student and Exchange Visitor Program. Interfaces with the U.S. Departments of Homeland Security and State and other government agencies as well as international education groups. Collaborates with Immigration Specialist to process H-1B and Green Card requests from international scholars and campus departments. Advises UCSB departments, faculty and staff on H-1B regulations and processes. Manages Sunapsis database including design of workflows, training staff, maintenance of system and implementing updates.

Required Qualifications:

- Bachelor's Degree or equivalent experience / training
- 1-3 years experience in people management and personnel.
- 1-3 years experience with advanced computer information systems.
- 4-6 years experience working with immigration policy
- Experience utilizing Microsoft Office products and Google Suite.

Special Conditions of Employment:

- Must be a U.S. citizen or permanent resident of the United States in order to be a Designated School Officer or Alternate Responsible Officer for the Department of Homeland Security's SEVIS system.
- May work evenings and weekends.
- Satisfactory conviction history background check
- UCSB is a Tobacco-Free environment

Hiring/Budgeted Salary Range: \$85,000 - \$91,000/yr.

Full Salary Range: \$82,300 - \$151,700/yr.

Days/Hours: Monday - Friday 8:00am - 5:00pm

Benefits Eligibility: Full Benefits

The University of California is an Equal Opportunity/Affirmative Action Employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Application review begins: 9/18/2023

Apply online at <https://jobs.ucsb.edu>

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