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International Student Adviser, International Students and Scholars

Office of International Students and Scholars University of California, Santa Barbara

Summary of Job Details:

International Student Adviser An adviser for over 4,000 graduate and undergraduate non-immigrant students. Using advanced knowledge and specialized skills, complete required compliance reporting as dictated by the Department of Homeland Security and Department of State, independently advise students regarding complex federal regulations as well as academic, personal financial and acculturation issues that relate to their immigration status; serve as Designated School Official for F-1 student program and Alternate Responsible Officer for J-1 Exchange Visitor Program. Develop programs and workshops to meet specific needs of international students with a focus on undergraduate degree students. Maintains up to date knowledge of federal laws, regulations pertaining to international students, assist in the development of campus policies and procedures affecting non-immigrant students, and provide information to students, faculty and staff. Interface with the U.S. Departments of Homeland Security and State and other government agencies as well as international education groups.

Required Qualifications:

- Bachelor's degree in related area and / or equivalent experience / training
 - Multicultural competencies; ability to work with diverse populations.
 - Ability in problem identification and reasoning; ability to develop original ideas to solve problems.
 - Skills in judgment and decision-making, problem solving, identifying measures of system performance and the actions to improve performance.
 - Experience with computer application programs and databases.
 - Solid verbal and written communication skills.
- Interpersonal skills.

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 or Hourly Range: \$60,780 - \$66,900/yr.

Full Salary Range: \$56,700 - \$97,500/yr.

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

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: 9/19/2023

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

Job #58628