

INTERNATIONAL ADMISSIONS AND RECRUITMENT SPECIALIST

GENERAL DESCRIPTION OF CLASS

Under the direction of an administrator, performs specialized duties involving analysis and evaluation of student records and transcripts for international student admission; supports the registration of international students into college credit courses; maintains student records; processes international student admissions, reports course enrollment to immigration reporting system, and performs various outreach and recruitment activities in support of the District's international program recruitment goals. Works effectively with diverse populations and assists current and potential students and alumni. Performs related work as required.

REPRESENTATIVE DUTIES:

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION: The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Interprets, evaluates, and processes international student records, including international transcripts, and application materials for issuing of international student admission and immigration documents. *
2. Receives and responds to all prospective international students, advises students on admission procedures, program of study and immigration entry visa requirements. *
3. Reports admissions status of international students to Student and Exchange Visitor Information System (SEVIS), acts as a campus Designated School Official (DSO). *
4. Provides technical assistance and guidance to students, staff, counselors, faculty and administrators in the interpretation and clarification of student records, and specialized requirements and procedures for international students. *
5. Receives and processes transcript requests, provides verification of student status and academic information to the Student and Exchange Visitors Program, and responds to requests from other educational institutions and agencies involving the verification of student status and records. *
6. Advises international students about required health insurance policy, tracks insurance compliance, and acts as liaison with health insurance company to support student claims.*
7. Stores and tracks academic records utilizing electronic records storage system in compliance with District and Immigration guidelines; provides student record information to counseling and other departments; maintains registration documents. *
8. Assists in determining information technology needs for International Program; provides technical guidance concerning computer programs, staff, and students; enters a variety of student information to compile information, generate reports, create comprehensive student files, and program data. *
9. Assists in developing student recruitment plans in collaboration with Program

Coordinator and Services; may participate in recruitment events domestically and internationally. *

10. Serves as a liaison to local high schools and educational partners; organizes information for students on attending college; travels to participates in recruitment visits to local high schools and education partners; maintains ongoing contact. *
11. Assists international students with enrollment, application, placement, orientation, and registration processes. *
12. Prepares correspondence for continuing international students and other appropriate campus faculty and staff. *
13. Updates the college's Student Information System (SIS) and other related databases, in addition to the Student & Exchange Visitor Information System (SEVIS). *
14. Ensures accurate reporting of data related to students served and assists with providing data for reports related to the International Program. *
15. Schedules, documents, and assists with activities to include, but not limited to, out-reach functions, seminars, workshops, and field trips. *
16. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. *
17. Disseminates recruitment information to prospective students, high schools, community members and places of business and institutions of post-secondary education, nationally and internationally. *
18. Prepares a wide variety of materials which include, but are not limited to, correspondence, reports, surveys, forms, charts, and spreadsheets. *
19. May provide training and work direction to student workers and short-term, temporary employees.
20. May serve on a variety of District committees as requested.
21. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE:

- Associate degree* with major coursework in business administration or related discipline; **AND**
- Three (3) years of experience assisting students, evaluating, and interpreting financial, or academic records.
- Or, any combination of education and experience which would provide the required qualifications for the position.

*Associate degree education equivalency is a 1 to 1 equivalency, one year of responsible work experience related to the classification for each full year (24-30 units) of college.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- Required to hold and maintain a valid driver license **'if and when'** travel is required in the course of work.
- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

Conditions of Employment:

- Must be a U.S. citizen or lawful permanent resident to be in compliance with U.S. Department of Homeland Security and Department of State regulations to function as a DSO.

- Travel, including international, may be required. If an applicant does not currently process a valid passport one will be required; fees will be paid by Butte College International Program; must remain valid during employment.

DESIRED QUALIFICATIONS:

- Bachelor's degree.
- Experience with student immigration policies and procedures.
- Experience working with F-1 international students.
- Bilingual.

KNOWLEDGE, SKILLS, AND ABILITIES: (*May be acquired through education, training and/or experience.*)**Knowledge of:**

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Rules, regulations, laws, and Board policies, and procedures governing the District.
- Mobile devices and applications utilized by the District and/or college.
- Educational laws, codes, and regulations, as well as any applicable updates related to the specific responsibilities of the position.
- The structure of higher education.
- The understanding of linguistic, gender, and cultural issues.
- Filing systems, word processing, spreadsheet and database software, and social media platforms; U.S. student immigration/visa requirements, regulations, laws and procedures.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Basic mathematics.
- Composing, proofreading, and preparing correspondence.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Modern office practices, procedures, methods, and techniques.
- Microsoft Office Suite (Word, Excel, Outlook).

Ability to:

- Independently perform the essential responsibilities of the position.
- Integrate local, state, and federal laws and regulations.
- Read, understand, interpret, and apply District and department rules, regulations, policies, and procedures.
- Analyze, interpret, and apply U.S. student immigration rules and regulations to ensure compliance with all laws, regulations, and policies.
- Comply with stringent confidentiality requirements, while working effectively with community, state, local and international agencies.
- Read and write at a level appropriate for this position.

- Comprehend and stay current with laws, regulations, and guidelines for assigned area.
- Use generally accepted methods for recruitment and outreach.
- Learn and retain vast amounts of information regarding the college and its programs and services.
- Accurately gather, compile, and report information.
- Prepare reports, correspondence, and make sound, educated decisions.
- Work independently and in a team while making sound, educated decisions.
- Effectively and fluently utilize computers to perform advanced-level document production including the complex formatting of documents, creating charts, establishing and maintaining databases and spreadsheets.
- Use a variety of software and hardware; establish and maintain cooperative working relationships with those contacted in the course of work; work with diverse populations.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Understand and carry out verbal and written instructions and direction.
- Exercise problem solving and critical thinking skills related to the scope of authority.
- Effectively communicate both verbally and in writing.
- Communicate clearly and concisely, both verbally and in writing.
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
- Understand and follow oral and written directions.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Work with diverse populations.
- Establish and maintain cooperative relationships with those contacted in the course of work.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbents in this class may provide work direction and/or guidance to lower-level staff, student workers, student assistants, and/or short-term, temporary employees.

The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards.

Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**

Work is performed primarily indoors where minimal safety considerations exist.

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY

EMPLOYER: To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.