UNIVERSITY OF WISCONSIN-SUPERIOR
Position Description
International Student Advisor

Working Title: International Student Advisor
Hayes Hill Title/Level: Advisor/100% 12 month appointment
Position Reports to: Associate Dean of International Education & Programs

Position Summary:

The International Student Advisor provides comprehensive services for degree-seeking international students and exchange students, including individualized advising, specialized workshops, Friend Family and orientation programs, and serves as the main advisor for the World Student Association.

The International Student Advisor must be committed to support the goals of UW-Superior to have a large and well-supported international student population. The position has shared responsibility to provide and support cross-cultural education for the campus in conjunction with faculty, staff and students.

Duties and Responsibilities:

1. Immigration
   - Serve as a DSO (Designated School Official) for the University to ensure compliance with immigration regulations of the U.S. Department of Homeland Security and coordinate I-20 issuance and SEVIS reporting for international students in F-1 status. This position will transition to PDSO (Principal Designated School Official) as soon as appropriate.
   - Work with international students in pursuit of Curricular Practical Training opportunities and graduating international students on visa transitions and Optional Practical Training opportunities in conjunction with the Career Center.

2. Advising and Support
   - Serve as principal advocate on campus on behalf of international students.
   - Hold primary responsibility for assisting incoming students with their first semester course schedule. Collaborate with various academic departments and the academic advisement center in the process.
   - Design and coordinate arrival of and a special orientation for all new incoming international students, including collaborating with International Admissions, the Residence Life Office, and other relevant campus offices.
   - Oversee the maintenance of the Current International Student website and publish the International Student Newsletter.
   - Advise international students on issues of cultural adjustment; make referrals to counseling services, as needed.
   - Coordinate international student crisis management, including legal, medical, cultural and immigration issues.
   - Work cooperatively with faculty, staff and students to design and implement academic support programs targeting international students.
   - Coordinate the Friend Family Program.

3. Programming
   - Collaborate on efforts toward the ongoing internationalization of the UW-Superior campus and curriculum.
   - Advise the World Student Association; provide leadership development, event planning and logistical support, attendance at meetings and budget tracking for this group.
   - Organize social events.
Facilitate constructive engagement and interaction between individuals and groups with different cultural and national identifications.
Serve as ex-officio member of the Global Awareness and Education Committee.
Assist with international admission and recruiting efforts as required which could include travel.
4. Performs additional duties as assigned or required including managing cost centers related to international students.

Knowledge, Skills, and Abilities:

- Knowledge of intercultural issues and related topics.
- Knowledge of the ethical considerations involved in complex decision making.
- Skill in operation of modern office machines, equipment and computers and relevant software, including Microsoft and web design software;
- Ability to develop new programs and projects in conjunction with faculty and staff improving and expanding the internationalization of our community and programs;
- Ability to engage various constituencies at UW-Superior in a constructive way around the complex aspects of identity including nationality, culture, race, ethnicity, class, gender, sexual orientation and religion;
- Ability to encourage engagement and social responsibility at local, national and global levels;
- Ability to learn and interpret highly technical information, regulations and procedures;
- Ability to demonstrate good judgment and analysis in decision-making and problem-solving
- Ability to work with confidential and sensitive information and records;
- Ability to maintain positive interpersonal relationships;
- Ability to communicate effectively, both verbally and in writing;
- Ability to work evening and week-ends, as necessary;
- Ability to work in a fast-paced setting as part of a team;
- Ability to exhibit leadership and creativity, self-direction and the capacity for independent work, multi-tasking and organizational skills;

Minimum Qualifications:

- Bachelor’s degree
- Two years full-time work experience with international students in higher education, or in international education or in working abroad
- Per Federal Regulations, must be a U.S. citizen or Legal Permanent Resident.
- Must possess a valid driver’s license.

Preferred Qualifications:

- Master’s degree in related field such as international education, foreign languages, social work
- Prior DSO experience with SEVIS (Student Exchange Visitor Information System)
- Completion of NAFSA International Student Advising workshop OR F-1 Student Advising for Beginners
- Completion of NAFSA F-1 Student Advising-Intermediate
- Professional experience advising international students
- Competence in a second language.
- Study or work abroad experience