UNIVERSITY OF WISCONSIN – SUPERIOR
Position Description
Equity, Diversity, and Inclusion Coordinator for International Student Services

Working Title: Equity, Diversity, and Inclusion Coordinator for International Student Services
Hayes Hill Title/Level: Student Services Coordinator, Associate/100% 12 month appointment
Position Reports to: Director for Equity, Diversity, and Inclusion/St. Diversity Officer

Position Summary:
The Equity, Diversity, and Inclusion Coordinator for International Programs is responsible for all visa and immigration services and for ensuring University compliance with related federal rules and regulations. The Equity, Diversity, and Inclusion Coordinator for International Programs provides comprehensive services for degree-seeking international students and exchange students, including individualized advising, specialized workshops, and orientation programs, and serves as a resource for the World Student Association. This position works extensively and collaboratively with key constituencies on and off campus to maximize student success and retention. Be committed to supporting the goals of UW-Superior to have a large and well-supported international student population. This position has shared responsibility to provide and support cross-cultural education for the campus in conjunction with faculty, staff and students. This position may require working some nights and weekends.

Duties and Responsibilities:

- Manage programs and services for current international students
- Serve as the Principal Designated School Official (PDSO) for the University to oversee and enforce compliance with all federal regulations, laws and guidelines to maintain the University’s certification from the Department of Homeland Security and Department of State
- Coordinate I-20 issuance and SEVIS reporting for international students in F-1 status; oversee tracking of expiration dates for passports, visas and I-20’s
- Interpret, explain, and provide advice regarding US immigration laws and regulations to students, as well as to faculty, and other campus community members as needed
- Work with international students in pursuit of and participating in Curricular Practical Training (CPT) and Optional Practical Training (OPT) opportunities
- Monitor international students’ course loads each semester and continued academic progress
- Maintain a thorough knowledge in the field of international student immigration advising, including emergency management; assist in the development and implementation of policies and procedures
- Develop students’ knowledge of academic policies and procedures allowing them to independently navigate the University systems, resolve problems and become more self-reliant
- Advise international students regarding the necessary transition, cultural, and adjustment matters
- Manage student files for accurate and updated information
- Serve as a resource to faculty, staff, and students on programs that target international students
- Design, and implement an international student orientation for all incoming international students at the start fall and spring semesters. Collaborate with the appropriate offices for various events
- Collaborate with English as a Second Language (ESL) Coordinator regarding ESL placement testing
- Develop and provide training to campus support offices for effective support of international students
- Serve as a resource to student organizations as needed
- Collaboratively develop social, leadership, and enrichment programs for international students
- Hire, train, supervise, and evaluate professional and student staff
- Oversee and manage budget cost centers related to international programs

Knowledge, Skills and Abilities:

- Knowledge of federal immigration policies and regulations, U.S. Department of State policies and procedures, detailed knowledge of the Student Exchange Visitor Information System (SEVIS)
- Skill in interpreting and applying related federal immigration policies, regulations and procedures
- Knowledge of intercultural issues and related topics
- Ability to demonstrate good judgment and analysis in decision making and problem solving
- Ability to work with confidential and sensitive information

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• Ability to work in a fast paced, team oriented setting
• Ability to learn policies and systems and navigate them on the behalf of students
• Demonstrated knowledge, skills, abilities, and work in a variety of diversity concerns
• Knowledge of support services and trends related to international students
• Demonstrated knowledge of student development theory
• Demonstrated ability to work collaboratively with students, faculty, staff, and community constituents.
• Experience developing new programs and services
• Ability to work evenings and weekends as necessary

**Required Qualifications:**
• Bachelor’s degree in a related field from an accredited institution
• Professional work experience advising international students
• Per Federal Regulations, must be a U.S. citizen or Legal Permanent Resident
• Must possess a valid driver’s license

**Preferred Qualifications:**
• Prior DSO experience with SEVIS (Student Exchange Visitor Information System)
• Master’s degree in related field from an accredited institution
• Knowledge and experience working with Terra Dotta ISSS management system