



ST. FRANCIS COLLEGE

THE SMALL COLLEGE OF BIG DREAMS

Position: Assistant Director of International Student Programs and Services

Department: Student Affairs

Reports to: Vice President of Student Affairs/Dean of Students

Job Summary: Establish the College's Office of International Student Programs and Services and manage its day-to-day operations. Responsible for providing a welcoming and supportive presence for the College's international students, while supporting the College's commitment to recruit, engage and serve the international student population. Responsible for ensuring that international students receive support and assistance concerning all immigration related matters. Possess and maintain relevant expertise in matters of international student affairs and respond to all related inquiries, concerns and requests from the College community.

Duties and Responsibilities:

- Serve as the College's Designated School Official ("DSO") for international student programs; ensure that required documentation is appropriately maintained and reported.
- Liaison with all Federal, State and Local government agencies concerning international student matters; develop working relationships with immigration officials and other stakeholders to further the College's goals and objectives.
- Responsible for the management and supervision of the Student and Exchange Visitor Information System ("SEVIS") data collection and tracking system; ensure that the system is current and accurate; respond to requests for information or assistance as requested.
- Collaborate with the College community in providing support and assistance to all international students.
- Develop and implement educational workshops, lectures, social opportunities and informative materials for international students and their families; develop a related community resources directory; develop a "Discover New York" series for International Students to experience and explore New York City.
- Provide cultural awareness and engaging opportunities for the entire campus community concerning international students; organize an international student orientation and transition program.
- In collaboration with other College departments (such as Academic Affairs, Student Engagement, Athletics and Residence Life), ensure that international students are involved and included in campus-wide programming; establish and advise the College's International Student Organization.
- Meet with International Students on a regular basis and provide guidance and advice regarding their F-1 status, work eligibility, Optional Practical Training ("OPT"), travel documentation processes and all related matters.
- Possess and maintain an understanding of current trends in international student affairs and current immigration policies, issues and procedures; ensure that the College's senior leadership and all other relevant College personnel are updated concerning matters relating to international students.

- Assist the College's Enrollment Management area with the International student recruiting process and provide pre-arrival assistance as requested.
- Maintain data and generate reports on a regular basis to support the activities of the College's Office of International Student Programs and Services.
- Participate in campus-wide programs and events and serve on committees as requested.
- Represent the College on and off campus for meetings or community programs concerning international students.
- Perform other duties as requested by the Vice President of Student Affairs/Dean of Students.

Qualifications:

- Master's Degree in Higher Education Administration, Education, International Affairs, Counseling or other related field is required.
- A minimum of two (2) years of relevant experience is required.
- Knowledge of the SEVIS documentation and reporting system is required.
- As required by the United States Department of Homeland Security, must be a citizen or a lawful permanent resident of the United States.
- Must be willing and available to be contacted during off hours; must be available to work on nights or weekends as may be requested.
- Ability to manage sensitive and challenging issues and maintain confidentiality.
- Ability to communicate effectively within a diverse population of students, faculty and staff.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.
- Bilingual in English, Spanish or other languages is preferred.

About St. Francis College:

For over 150 years, the mission of St. Francis has been to provide an affordable, quality education to working class people who otherwise may not be able to attend college. St. Francis College is a private, independent, co-educational urban college whose Franciscan and Catholic traditions underpin its commitment to academic excellence, spiritual and moral values, physical fitness, social responsibility and life-long learning. We educate the whole person for a full, relational life, developing the students' talents and abilities for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership.

The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City and to serve the needs of the local community in which they live and study. Our location in Brooklyn Heights provides a confluence of cultures and religious beliefs, mirroring our commitment to maintain and celebrate our diverse student body.

St. Francis College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to increasing the diversity of our faculty, students, and the curriculum. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply.

Interested applicants can apply by clicking [here](#).