

POSITION ANNOUNCEMENT

Madonna University

Job Title: Director of International Admissions **Position Status:** Full-time / 40 hours per week
Department: Admissions **Reports To:** Vice President for Admissions and Marketing

SUMMARY

This position performs a broad range of duties designed to meet current and new international student needs. Serves as the Primary Designated School Official (PDSO), actively monitors students' immigration status, coordinates international undergraduate and graduate admissions, provides foreign credit evaluations, and advises students on personal, social, academic, and immigration issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinates services and facilitates communication for international students with various campus offices.
2. Facilitates international students travel plans and provides support on medical and other emergency needs.
3. Facilitates international undergraduate and graduate recruitment by providing information regarding programs and application procedures to prospective international students; monitors the application process and conducts appropriate follow-up; evaluates international student academic records; conducts credit evaluations; and ensures the efficiency of the admission procedure.
4. Completes the SEVIS registration process for all international students each semester. Provides Optional Practical Training (OPT) assistance to students and tracks in SEVIS system.
5. Manages the Student & Exchange Visitor Information System (SEVIS) program on campus; issues I-20 forms to international students; maintains record-keeping and monitoring systems of international students' status to ensure compliance with INS regulations; assists students in the resolution of INS-related problems; ensures completion of the recertification process as required.
6. Monitors academic progress of international students and provides timely intervention and support service referrals as needed.
7. Represents the University at select domestic and international recruitment events.
8. Perform on-going reviews of compliance and regulations mandated by the Department of Homeland Security governing non-immigrant students in order to ensure continued Student Exchange Visitor Information System (SEVIS) compliance with international student records
9. Maintain a current filing system for currently enrolled international students, update each semester to ensure each file is complete and ready for audit
10. Prepare reinstatement, change of status, work authorization and optical training documents to request action by different entities under Department of Homeland Security.
11. Other duties as assigned.

QUALIFICATIONS

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. May be required to work long hours and/or weekends. Ability to travel nationally and internationally. Must have a valid driver's license and a commercially insurable driving record. Must be a U.S citizen or permanent resident as mandated by federal regulations pertaining to Designated School Official under the Student Exchange Visitor Program (SEVIS) rules.

EDUCATION AND EXPERIENCE:

Bachelor's degree in a related field is required. At least five years of work experience in post-secondary education (preferred), including 1-year SEVIS experience. Bilingual preferred. Knowledge of admission and immigration requirements and procedures, credit evaluation. Familiarity with academic programs offered by the University. Excellent interpersonal skills. Working knowledge of Microsoft Office.

TO APPLY: Current employees: Complete the internal application on **MY Portal >Employee Resources>Human Resources**

External candidates:

- 1) Complete the **application on our website Madonna.edu>Employment>APPLY NOW**
- 2) Email and attach a **letter of intent** and **resume/CV** to **hr@madonna.edu**

MADONNA UNIVERSITY: A Catholic institution founded by the Felician Sisters, and guided by the values of St. Francis. Candidates must be committed to excellence in teaching, scholarship, and service, and support the Mission of the University. We are an equal opportunity employer committed to a culturally diverse workforce. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Candidates must be legally authorized to work in the United States. Verification of employment eligibility will be required at the time of hire. Thank you for your interest in employment opportunities at Madonna University.