Job Title:	**International Student Advisor**	**Hourly/Salary:**	Salary
Department/Area:	LEC International Student Services	**Classification:**	Non-Exempt
Location:	Louisville Education Center	**Travel Required:**	Yes
Hourly/Salary Range:		**Position Type:**	Full Time
HR Contact:	Terry VanMeter	**Date posted:**	03/05/2018
Position Fill Date:	ASAP	**Posting Expires:**	
External posting URL:	www.campbellsville.edu		
Internal posting:	Human Resources Board		

Applications Accepted By:

Fax: (270)-789-5180

E-mail: jobs@campbellsville.edu

Subject Line: International Student and Scholar Advisor

Attention: Terry VanMeter

Mail:

Director of Human Resources
Campbellsville University
1 University Drive UPO 944
Campbellsville, KY 42718

Job Description

Summary:

Working independently under the general supervision of the Director of LEC International Student Services, and receiving work direction from the Senior International Student Advisor, the International Student Advisor (ISA) provides direct service to students; offers administrative and technical support; facilitates residency presentations; interacts with faculty, administrators, staff, and off-campus agencies. These areas often overlap in the fulfillment of responsibilities.

Qualifications:

Bachelor's degree or equivalent; knowledge of SEVIS; cross-cultural experience; past participation in living/working abroad will be an advantage; experience with development of publicity including pamphlets, brochures and websites; evidence of strong communication skills (verbal and written). Ability to handle multiple tasks and be self-guided. Evening/weekend work is required.

Responsibilities:

- Provide one-on-one and group advising. Process paperwork for F-1 students benefits, such as OPT and CPT, as well as Change of Status, Reduced Course Loads, Extensions of Program, Reinstatements, etc. Provide administrative and technical support.
- Plan, coordinate, and present workshops and information sessions to communicate F-1 student immigration regulations and CU policies to international students.
- Advise Students with academic and personal concerns. As appropriate, refer students to colleagues for professional support.
- Serve as authorized staff member, DSO, for the immigration tracking and monitoring system, SEVIS.

- Assist with coordination of the international student ARRIVAL/Orientation, Weekend Residency, International Week, and other programs in partnership with campus colleagues.
- Assist in the creation, revision, and ongoing support of office publications, website, and e-communications
- Provides support services to international students and faculty during weekend residencies
- Occasional travel to other program sites within the country

Essential Responsibilities:

- Working hours necessary to perform job requirements satisfactorily on a regular basis.
- Managing absences from work in responsible manner to ensure service to university faculty, staff and students.
- Complying with Campbellsville University policies and practices and seeking clarification of them when necessary.
- Honor the mission of Campbellsville University and abide by rules and regulations and Standards of Conduct outlined in the Administrative Policies and Procedures Manual.

Campbellsville University, a comprehensive Christian institution offering undergraduate (associate and baccalaureate) and graduate (master's level) programs, stresses academic excellence solidly grounded in the liberal arts, personal growth, integrity, and fellowship within a caring environment. Campbellsville University is centrally located in the heart of Kentucky and has been listed in US News and World Report as one of "America's Best Colleges" for 18 consecutive years. The University seeks to prepare students to enrich their own lives through lifelong learning, to contribute to their respective disciplines through continued scholarship, and to advance society as Christian servant leaders. An employee of Campbellsville University is expected to participate in the life of a local church in keeping with the spirit of the institutional mission statement and core values. The individual employee is expected to conduct him, or herself, both on campus and off, in a manner becoming an employee of a Christian institution, and the employee should uphold the highest standards of conduct in terms of honesty, truthfulness, respectful attitude, and conduct toward others. Each individual associated with Campbellsville University is to perform his or her daily responsibilities mindful of the intent of the institutional mission statement and core values.

Reviewed By:		Date:	
Approved By:	Terry VanMeter	Date:	03/05/2018
Last Updated By:		Date/Time:	