



JOB INFORMATION

<i>Job Code:</i>	137039
<i>Job Title:</i>	Faculty/Staff Visa Specialist
<i>FLSA Status:</i>	Non-Exempt
<i>Supervisory:</i>	May oversee student, temporary and/or casual workers.
<i>Job Family:</i>	Support Services
<i>Job Family Group:</i>	Administrative Support
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Provides advisement and information on foreign national hiring procedures to various departments and other concerned parties. Reviews and analyzes incoming cases. Drafts documentation such as petitions applications, forms, addenda, and letters for submission to US Government agencies. Establishes and maintains various filing systems and documentation related to the hiring of foreign national employees. Assists in preparing informational materials and conducting seminars. Ensures completion and submission of all necessary applications and materials to appropriate government agencies. Supervises student worker(s) as assigned.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		2 years	
	X	3 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		General office experience in multi-cultural environment. Experience explaining & interpreting complex INS & DOL regulations to persons with limited English-speaking ability. Computer literacy.
	X	College graduate with USC experience. Knowledge of USC Personnel and Financial systems. Related immigration law experience.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Advises various departments and other concerned parties on procedures and materials necessary for completing applications for temporary employment, labor certification and permanent residence for prospective foreign national employees. Advises concerned parties on required documentation, visa options, strategic timing, etc. as needed. Coordinates with prospective employee, departmental contact person, University Payroll and Compensation Office for completion of processes.				
Prepares various memoranda and correspondence to government agencies, e.g., Department of Labor, Citizenship and Immigration Services, U.S. Consulates. Drafts documentation such as petitions, applications, forms, addenda, and letters for submission to US Government agencies.				
Reviews and analyzes incoming cases for completeness and accuracy. Monitors progress for special and/or complex cases. Follows-up, as appropriate.				
Assists in the establishment of new policies and/or procedures related to changes in established regulations.				
Assists in preparation of informational brochures and materials and in planning and conducting workshops regarding foreign national hiring procedures. Presents workshops, as required.				
Establishes and maintains various filing systems and documentation related to the hiring of foreign national employees, such as: paper files, spreadsheets, Immigrant Tracker, etc. Prepares reports, as required.				
Types applications, assembles application materials, obtains appropriate signatures, submits completed application packages to government agencies.				
Trains and supervises unit employees and/or student workers, as assigned.				
Stays informed of developments in field. Reads pertinent literature, attends meetings and participates in professional associations as appropriate. Establishes and maintains an active network of professional contacts.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/

Campus Security Authority (CSA)

By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <https://dps.usc.edu/alerts/clery/>

Essential:

No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.