



## Manager, International Students And Scholars Job Description

### JOB INFORMATION

Job Code:	137043
Job Title:	Manager, International Students And Scholars
FLSA Status:	Exempt
Supervisory:	Supervises employees who do not supervise.
Job Family:	Student Records
Job Family Group:	Student Support Services
Management Level:	5 Manager

### JOB SUMMARY

Oversees major functional areas of the Office of International Services. Represents the University with federal and state governmental agencies in regard to immigration-related issues pertaining to international students and scholars. Provides leadership and supervision in areas of advising, compliance, communication and programming.

### JOB QUALIFICATIONS:

#### Education

Req	Pref	Degree	Field of Study
X		Master's degree	
	X	Doctorate	

#### Additional Education

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

Combined experience/education as substitute for minimum education

#### Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	
	X	5 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		Advanced degree in international education, student personnel administration, education, counseling, or related field.
	X	Prefer advising and management experience within higher education setting.

#### Other Job Factors

## JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Represents the department and the University in U.S. immigration matters pertaining to international students and scholars. Interfaces with government agencies and University departments on complex issues related to immigration status and academic policies.				
Maintains currency with and interprets immigration laws. Counsels international students and/or scholars on personal, financial, academic, social, and immigration matters. Refers them to University and/or external resources as appropriate.				
Recruits, screens, hires, trains and directly supervises subordinate staff, student workers, volunteers, and interns. Schedules and assigns work. Assesses performance and provides feedback, counseling or discipline, as needed. Terminates employees as necessary.				
Ensures University compliance with and serves as the principal point of contact for the Student and Exchange Visitor Program and other U.S. government agencies and departments. Makes recommendations for and assists in the nomination of an appropriate number of Designated School Officials based on the University's specific needs.				
Assesses student and scholar needs, and develops and implements services and programs designed to promote inclusion and integration of members of the international community into the University experience. Continually evaluates services and operations for efficacy and makes changes or additions as necessary. Provides direction and leadership to other staff to carry out services and programs.				
Advises academic departments and other concerned offices in preparing documentation and solving complex problems related to students or scholars who are in violation of immigration status. Works with advisors in OIS and the university to help the students or scholars regain immigration status.				
Coordinates and conducts periodic workshops and seminars regarding immigration, academic, and cultural adjustment issues for the University and the international community. Represents the University and makes presentations at local and national conferences. Serves on Student Affairs Division and University committees concerned with international students.				
Develops University policies and procedures to implement government regulations.				
Maintains professional currency in issues related to international education and immigration policy through active participation and leadership in associations and committees both internal and external to the University. Conducts research and writes informational papers and other resources for the University international community. Revises existing materials periodically. Writes articles for local, national and international newsletters and publications.				
Compiles and analyzes data for and advises management on budget development. May approve expenditures for specific programmatic and functional areas in the department.				
Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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		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

<b>Other Requirements</b>			
<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	notified to assist in the emergency response efforts, and mobilize other staff members if needed.		as a mandated reporter as required by state law and USC's policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			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.