



University Staff Position Description Form

Office of Human Resources

This description will be used as a basis for determining classification/skill level and will be maintained as an official record of the duties assigned to this position. Employee participation in the completion of this document is encouraged; however, the appointing authority and supervisor are accountable for establishing the assignment and ensuring the accuracy of this information.

FOR HUMAN RESOURCES USE ONLY:					
APPROVED CLASSIFICATION	CLASS CODE	EEO CAT	RANGE/ GRADE CODE	APP. BY C&C	DATE
SSP II	3082	4	1	LL	12/14/23

1. POSITION INFORMATION

Employee: _____ Department: International Programs & Global Engagement

Current Classification: SSP II Working Title: International Student and Scholar Advisor

Time Base: F.T. P.T. _____ % Other _____ FLSA Status: EX NE

Position Provides Lead Work Direction To:

Classification: _____	Qty: _____	FTE: _____
Classification: _____	Qty: _____	FTE: _____
Classification: _____	Qty: _____	FTE: _____

Name & Title of Work Lead (if any): Alex Shigenaga, Coordinator of International Student and Scholar Services

Name & Title of Appropriate Administrator: Piram Prakasam, Assistant Vice President of IPGE

Name & Title of Dean/Manager (MPP): Piram Prakasam, Assistant Vice President of IPGE

2. PRIMARY ACTION BEING REQUESTED (Select One)

Job Posting: New Position Replacement Position, former incumbent: _____

Update Position Description Only:

NOTE: An updated position description requires providing Employee with seven (7) days' advance notice. This updated position description must be endorsed by the Appropriate Administrator before being signed by the Employee. The Employee signs at least seven (7) days' prior to Effective Date.

Effective Date: _____

3. SIGNATURES

Signatures denote that this position description is an accurate statement of the duties and responsibilities assigned to this position. The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

Employee: _____ Date: _____

Appropriate Administrator: _____ Date: Jan 4, 2024

Dean/Manager (MPP): _____ Date: Jan 3, 2024

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4. MINIMUM QUALIFICATIONS

Please list only the Minimum Qualifications of the appropriate classification standards for this position. (Depending on the classification, this may be shown in the classification standards as Minimum Qualifications, Entry Qualifications, or Typical Qualifications. (Classification standards can be found at <https://www.calstate.edu/csu-system/careers/compensation/Pages/Classification-Standards.aspx>.)

Knowledge and Abilities:

Working knowledge of the practices, procedures and activities of the program to which assigned; general knowledge of the methods and problems of organizational and program management. General knowledge of research and interview techniques; and of the principles of individual and group behavior.

Ability to interpret and apply program rules and regulations; use initiative and resourcefulness in planning work assignments and in implementing long-range program improvements; obtain factual and interpretative information through interviews; reason logically; collect, compile, analyze and evaluate data and make verbal or written presentations based on these data; advise students individually and in groups on routine matters where required; recognize multicultural, multi-gendered and multi-aged value systems and work accordingly; establish and maintain cooperative working relationships with faculty, CSU administrators, student organizations, private and public agencies and others in committee work, and student advising and community contacts; and, rapidly acquire a general knowledge of the overall operation, functions and programs of the campus to which assigned. Demonstrated ability to make decisions and carry through actions having implications with regard to other program or service areas Services Office.

Possession of these knowledge and abilities typically is demonstrated through the Experience requirements below.

Experience:

Possession of these knowledge and abilities is typically demonstrated through the equivalent of two years of professional experience in one of the student services program areas or in a related field; experience should give evidence of competence and indicate the potential for further growth. A master's degree in a job-related field may be substituted for one year of the professional experience.

Education:

Equivalent to graduation from a four-year college or university in one of the behavioral sciences, public or business administration or a job-related field. Additional specialized experience during which the applicant has acquired and successfully applied the knowledge and abilities shown above may be substituted for the required education on a year-for-year basis.

5. KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCE

Please list any knowledge, skills, abilities, and experience for this position.

Required: Must be comparable to the Minimum Qualifications, appropriate to the skill level of the position, and would allow an incumbent to satisfactorily perform the Essential Functions of the position.

Experience:

1. Experience advising international students and scholars.
2. Experience interpreting complex issues and managing records and data.

Knowledge/Skills/Abilities:

3. Knowledge of U.S. and non-U.S. educational systems, curriculum, admissions policies, and academic programs.

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4. Working knowledge of international student and scholar services.
5. Knowledge of and ability to interpret complex policies, regulations, and procedures related to the Department of Homeland Security (DHS), US Department of State, and the Student Exchange Visitor Information System (SEVIS) as it relates to F/J visa holders.
6. Strong interpersonal and cross-cultural skills
7. Strong verbal and written communication skills
8. Strong organizational skills
9. Proficiency using standard office software (e.g. Microsoft Office Suite)
10. Ability to effectively interact with ethnically and culturally diverse individuals and groups
11. Ability to handle sensitive information and situations
12. Ability to translate courses, units and grading systems between educational systems.
13. Ability to meet the requirements per government regulations for Designated School Official (DSO) and Alternate Responsible Officer (ARO), e.g. possession of US citizenship or US legal permanent resident status
14. Commitment to maintaining a welcoming and inclusive work environment with diverse colleagues and constituents including faculty, students, staff, and members of the community.

Conditions of Employment:

- Ability to successfully pass a background check.

Preferred: List any desirable qualifications beyond the Minimum Qualifications and those that are Required that would enhance an incumbent's ability to perform the work of the position (e.g., additional years of experience, advanced education, certification and/or specialized training).

15. Master's degree in a job-related field (such as education, business administration or social science)
16. Experience living/studying abroad
17. Working knowledge of one or more foreign languages
18. Familiarity with California State University, Sacramento international student admission policies and academic programs.

6. POSITION SUMMARY

Provide a few short, specific statements, which outline the purpose of the job.

Under the general direction of the Director of International Programs and Global Engagement, the International Student and Scholar Advisor supports the coordination of services delivered to international students and scholars.

The International Student and Scholar Advisor assists F-1 students as a Designated School Official (DSO) with the Department of Homeland Security (DHS) post admission/pre-arrival, during studies, and after graduation in all aspects of university life including academic/ personal advising, employment options, immigration reporting and processing, and federal agency requirements (SSA, DMV, IRS) to ensure F-1 students maintain their immigration status in accord with DHS and Student Exchange Visitor Information System (SEVIS) rules and regulations.

The International Student and Scholar Advisor is responsible for assisting with the administration of the J Visa Exchange/Non-degree program for the university. This program allows students to attend the university for 1-2 semesters on partner university one-to-one exchanges and CSU system-wide International Program exchanges. Students from non-partner universities can also study on the general Non-Degree Student Program. These duties include serving as the primary J visa Alternate Responsible Officer (ARO); advising students on federal government, state, and CSU policies and procedures; and serving as liaison with staff and faculty of partner universities,

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government agencies, embassies and consulates. The International Student and Scholar Advisor is responsible for assisting J-1 students in maintaining their immigration status and ensuring the university remains in compliance with SEVIS and US Department of State regulations.

The International Student and Scholar Advisor assists in the operation of the International Research Scholar Program. Duties include liaising with Academic Affairs, department chairs, school deans, faculty, administrative and services offices and the US State Department. The International Student and Scholar Advisor supports advising international faculty scholars on J visa immigration regulations, university policies and procedures, services, and personal problems; and advising academic departments and faculty regarding immigration policies as they pertain to international scholars.

Because the incumbent serves as advisor to matriculating students on F-1 visas, as well as all incoming J-1 students and scholars (J-2 dependents), it is imperative for the International Student and Scholar Advisor to have a working knowledge of federal government immigration policies pertaining to Student Exchange and Visitor Information System (SEVIS), F and J visa immigration regulations, and procedures for the issuance of appropriate Certificate of Eligibility for Non-immigrant Status (I-20s) and Certificate of Eligibility for Exchange Visitor (J1 status, DS-2019s) in order to independently research, interpret and implement the complex immigration regulations, which pertain to F and J visa programs.

7. ESSENTIAL FUNCTIONS OF THE POSITION

Describe each major responsibility assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

Essential Functions and Marginal Functions should have a combined total of 100% of Time.

% of Time	Frequency (daily, weekly, monthly, etc.)	Essential Functions Only (List in order of importance)
80%	Daily	<p>I. F AND J VISA INTERNATIONAL STUDENTS</p> <p><u>Designated School Official (DSO)</u></p> <ul style="list-style-type: none"> • Advises F-1 students about obtaining and maintaining valid F-1 visa status in accordance with Department of Homeland Security (DHS), Department of State (DoS) and Student Exchange Visitor Information System (SEVIS) regulations governing international students. This includes pre-arrival, during studies, and during post- graduation Optional Practical Training (OPT); • Creates and updates admission/welcome materials, including Initial I-20s, for newly admitted international students and assists in their delivery. • Facilitates pre-arrival/travel orientation and information sessions for newly admitted students to educate on campus life, housing, employment options, class registration, arrival logistics, and immigration regulations. • Assists students new to the US / Sacramento area as well as continuing students regarding course registration, cross-cultural adjustment, insurance, housing, employment, and other issues affecting their daily academic and personal lives; • Supports the delivery of a comprehensive international orientation program including pre-travel virtual orientation, welcome activities to ensure a successful transition of new international students to the US / Sacramento area, and inform about course registration, cross-cultural adjustment, insurance, housing,

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		<p>employment, academic requirements, campus services, extra- curricular activities, and immigration regulations relevant to international visa students.</p> <ul style="list-style-type: none"> • Provides guidance to students regarding highly sensitive and complex individual problems (personal, academic, financial, educational goals, immigration etc.) throughout their studies and post-graduation; • Connects international students to appropriate campus services; • Evaluates and processes a variety of routine F-1 student immigration petitions and applications such as transfers, travel endorsements, program extensions, concurrent enrollment, reduced course load, change of level, employment and practical training authorizations; • Assists with maintaining SEVIS records to ensure compliance with federal regulations. Uses Terra Dotta, PeopleSoft CMS, OnBase, COGNOS, and other campus databases to ensure data integrity. • With consultation from the Coordinator of International Students and Scholar Services, evaluates and processes a variety of complex F-1 student immigration petitions and applications such as reinstatement and change of status requests; • Independently determines appropriate responses to student petitions and requests for forms and documentation; • Assists F visa holders in meeting federal and state agency requirements (Internal Revenue Service, Social Security Administration, and Department of Motor Vehicles); • Composes informational materials and conducts presentations and activities for international student orientation, academic or immigration purposes; • Drafts email communications targeting international students to disseminate university policies and immigration information; • Creates and presents informational workshops on topics germane to the unique needs of international students such as non-resident alien taxation, US banking options, and international student employment on / off campus; • Represents International Programs and Global Engagement in communicating with academic departments and other campus support units regarding visa policies and international student requirements / regulations (i.e., Accounting Services, Registrar, Bursar’s Office, Payroll, University Enterprises, Career Center, Student Health and Counseling Services, CARES, and academic departments); • Provides support to the staff advisor of international / cultural student clubs and internationally related campus programming; • Works with clerical staff / student assistants in completing various administrative tasks supporting student updates and records.
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Employee Initials:

Date:

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15%	Daily	<ul style="list-style-type: none"> • Assists enrolling students in the mandatory health insurance plan, monitors requests for waivers and liaises with Bursar’s Office for adding and removing health insurance fees. <p><u>Alternate Responsible Officer (ARO)</u></p> <ul style="list-style-type: none"> • Generates form DS 2019s for J-1 visa students and their J-2 dependents; • Evaluates student transcripts and previous coursework to determine eligibility for classes and registers non-degree students into appropriate courses prior to arrival, obtaining assistance from academic departments and individual faculty as needed; • Advises students throughout their program and completes all immigration tasks (validation of SEVIS record, travel endorsement, program extension, employment authorization, program transfer, and academic training); • Supports the delivery of a comprehensive international orientation program including pre-travel virtual orientation, welcome activities to ensure a successful transition of new international students to the US / Sacramento area, course registration, cross-cultural adjustment, insurance, housing, employment academic requirements, campus services, extra-curricular activities and immigration regulations relevant to international visa students; • Advises J students regarding highly sensitive and complex individual issues /problems for the duration of their program; • Advises J visa students on CSU policies and procedures as well as federal and state regulatory requirements (Internal Revenue Service, Social Security Administration, and Department of Motor Vehicles); • Represents International Programs and Global Engagement in communicating with including faculty / department chairs and staff in a variety of campus service offices Accounting Services, Registrar, Bursar’s Office, Payroll, University Enterprises, Career Center, Student Health and Counseling Services, CARES, and academic departments); to coordinate the admission, course registration, and orientation transition to campus life; • Liaises with Coordinator of Global Initiatives and Coordinator of Study Abroad to ensure partner institutions are provided with timely and relevant updates regarding student cases or program updates. <p style="text-align: center;">II. II. INTERNATIONAL VISITING SCHOLARS</p> <ul style="list-style-type: none"> • Assists in the coordination of the university’s International Research Scholar Program following US Department of State program guidelines; • Advises international visiting scholar applicants through the initial application / evaluation and review process; • Collaborates with academic departments to review and evaluate all applications
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		<p>to ensure applicants meet campus program requirements and J visa immigration program criteria;</p> <ul style="list-style-type: none"> • Communicates with Academic Affairs, academic departments, colleges, faculty and administrative offices during the application process and through a scholar's program to ensure both the successful operation of the program and the visiting scholar's research goals are achieved; • Plans and presents orientation programs for new arrivals to ensure a smooth transition for the visiting scholar and the scholar's family to the Sacramento area; • Advises visiting scholars on complex J visa immigration regulations and procedures (travel endorsement, program extension, dependent immigration issues), federal and state agency regulations (Social Security, Department of Motor Vehicles, Internal Revenue Service) and university policies and procedures, campus services, etc.; • Develops written materials, application forms, pre-arrival welcome materials, and program policies / guidelines.
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8. MARGINAL FUNCTIONS OF THE POSITION

Describe each non-essential duty assigned to this position and indicate the percentage of time devoted to each function, as well as the frequency in which each function is performed.

Essential Functions and Marginal Functions should have a combined total of 100% of Time.

% of Time	Frequency (daily, weekly, monthly, etc.)	Marginal Functions Only (List in order of importance)
5%	As needed	Represent International Programs and Global Engagement on a wide range of campus committees related to advising, student success and cross-cultural awareness Other duties as assigned.

9. ADDITIONAL INFORMATION

To enable appropriate classification determination, please elaborate on the information provided in the previous sections by completing the section below.

9a. Nature and Scope of Authority: Identify the kinds of decisions made, judgment required, freedom to act, and supervision received (i.e., direct or general). Also indicate if position acts as a lead or supervises others, and explain.

The International Student and Scholar Advisor makes decisions within established parameters, regulations and guidelines which impact student organizations, groups and individual students. Within the delegated area of responsibility and within defined guidelines, the International Student and Scholar Advisor determines the level of assistance service to be provided students. With their technical expertise, incumbents recommend change in program procedures; act as spokespersons for the program in their area of expertise; and resolve problems within their area of expertise, and within their area of assignment. The incumbent is expected to exercise discretion consistent with the latitude afforded to DSOs and AROs by the regulations governing international students and scholars in a manner which is consistent with established practices.

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9b. Problem Solving: Types of problems encountered; issues, concerns addressed; types of problems incumbent required to refer to supervisor or others.

The International Student and Scholar Advisor encounters a wide range of problems and issues related to international student and scholar services. This requires a high level of ability to work independently using creativity and ingenuity to develop and implement practical, cost-effective solutions. There is a set of policies unique to international students and scholars; the International Student and Scholar Advisor must review existing and proposed policies in order to handle complex situations without advice or instruction and make decisions which go beyond individual cases.

Initiative and creativity are required for situations involving changing guidelines and regulations or where existing procedures and guidelines must be applied to unusual circumstances. Review of the work may range from general to detailed, depending upon the relative scope and complexity of the particular assignment involved. Supervision received generally consists of discussions of problems, identifying alternative approaches and appropriate recommendations.

For example, a new undergraduate student is interested in taking less than a full-time course load at Sacramento State but is unsure what to do. The International Student and Scholar Advisor must gather the information necessary to advise the student with appropriate steps he must take in order to stay in legal status and to make progress towards degree completion. After further questioning, it is determined that the student wants to take 6 units at Sacramento State and 3 units online at a local community college. The International Student and Scholar Advisor must apply knowledge of the concurrent enrollment policy, online course restriction, and, if the student is unable to enroll in 12 units due to an eligible reason, advise on the process for an Authorization to Drop Below Full Course of study.

9c. Contacts On- and Off-Campus: Purpose and nature of working relationships with on- and off-campus contacts.

The International Student and Scholar Advisor has frequent contact with individuals on and off campus. This includes applicants, current and former students, parents and other family members, faculty, staff, university officials, local university counselors, and representatives from Sacramento State's many partner institutions around the world. The International Student and Scholar Advisor must establish and maintain collegial and productive working relationships with a wide range of stakeholders, while maintaining a high degree of confidentiality. Such interactions typically accomplish any of the following: to obtain factual information on which recommendations, decisions or other actions can be based; to explain the basis for recommendations, decisions or actions; to help further the understanding of the overall Student Services programs and activities; to assist students in planning and organizing moderately complex and/or sensitive informal educational activities; and to assist students in pursuing their educational and career goals by providing factual data about occupational and educational requirements related to student aptitudes, interests and abilities.

An example of such relationship building is the coordination of an international student virtual coffee hour with the aim of improving interconnectivity and sharing international perspectives between international students, domestic students, faculty, and staff. The International Student and Scholar Advisor would be responsible for making logistical arrangements, including developing communication pieces to advertise the event, working with on and off campus partners, notifying and inviting necessary campus personnel or special guests, and hosting the event.

10. ADA REQUIREMENTS – MUST BE COMPLETED

To comply with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination against qualified individuals on the basis of disability, it is necessary to specify the physical, mental, and environmental conditions of the Essential Functions of the job (with or without a reasonable accommodation).

Use these codes to complete the section below: F (frequently), O (occasionally), N (not at all). Do not use "X."

PHYSICAL		MENTAL		ENVIRONMENTAL	
F	Sit	F	Direct others	N	Is exposed to excessive noise

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F	Stand	F	Concentrate	O	Is around moving machinery
F	Walk	F	Analyze	N	Is exposed to marked changes in temperature and/or humidity
F	Have mobility	F	Use reason/logic		
O	Bend	F	Demonstrate recall	N	Is exposed to dust, fumes, gases, radiation, microwave (circle)
O	Climb	F	Make decisions		
O	Reach	F	Works rapidly	N	Drives motorized equipment
O	Kneel	F	Handle multiple tasks/priorities	N	Works in confined quarters
F	Push/Pull	F	Tolerate variety	N	Works in high places
F	Have gross hand coordination	F	Work with others		Other:
F	Have fine hand coordination		Other:		
F	Hear with background noise				
F	Hear the spoken word				
F	Hear over a phone/other device				
F	See to read fine print				
F	See to read bold print				
F	See to accomplish a task				
F	Talk				
F	Communicate				
O	Lift: <u> 10 </u> lbs. max				
O	Carry: <u> 10 </u> lbs. max				
F	Operate equipment				
F	Perform keyboard entry				
	Other:				

11. FOR INFORMATION TECHNOLOGY POSITIONS ONLY

PROJECT COORDINATION/LEAD RESPONSIBILITIES

Describe on-going project coordination and/or lead responsibilities, if any, including the number and type of positions for which lead direction is provided. Any projects or accountabilities of a temporary nature must include duration of assignment.

TECHNOLOGY USAGE

Please list the type of computer and/or technology systems used by this position to perform the work, as well as the associated operating systems, software, and applications used.

Hardware Type	Software Applications Used