



# The University of Texas at San Antonio™

## Job Description

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<b>Job Title:</b>	Senior Advisor International Students & Scholar Services / SEVIS Coordinator	<b>Job Family:</b>	
<b>Type:</b>	Classified – Exempt	<b>Job Code:</b>	13090
<b>Department:</b>	Office of International Programs	<b>Salary Grade:</b>	60
<b>Reports to:</b>	Director, International Student & Scholar Services	<b>Created/Revised:</b>	11/10/2021
<b>Work Modality:</b>	On Campus		

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## Job Summary

Serving as Alternate Responsible Officer of the University’s Exchange Visitor Program (J 1), including preparing DS-2019s (Certificates of Eligibility), J-1 advising, and fulfilling related reporting requirements. Preparing and handling H-1B, O-1, TN, and other nonimmigrant employment-based petitions and related advising. Serving as Designated School Official including preparing I-20s, F-1 advising, and fulfilling related reporting requirements, as needed. Acting as liaison with the Departments of Homeland Security (DHS), Labor (DOL) and State (DOS) and USCIS, ICE, SEVP, CBP, and other federal agencies and private organizations involved with international students and scholars.

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## Core Responsibilities

1. Providing assistance and information to UTSA international faculty and scholars, appointing unit staff, and faculty on government regulations and University policies affecting international faculty and scholars and their dependents.
2. Works closely with international faculty and scholars and appointing units to ensure compliance with federal labor and immigration laws and regulations. Assisting in the development and maintenance of campus procedural materials.
3. Monitoring regulatory updates and assists in making necessary changes to operations, forms, and information for distribution.
4. Planning and providing training (workshops, information sessions, presentations, and orientations) for campus departments and other stakeholders and international students, scholars, and faculty. Making appropriate referrals to international students, scholars and faculty related to personal matters as needed.
5. As the Designated School Official (DSO), this role will include maintaining the Student and Exchange Visitor Information System (SEVIS) and all related certification requirements. Some of the responsibilities are:
  - a. Organize SEVIS data processing under Department of Homeland Security (DHS) guidelines and maintains data and quality control management.
  - b. Monitor, maintain, and track student/scholar F-1/J-1 visa status and updates records in the SEVIS database, internal database, and university SIS.
6. Takes a proactive approach to assist co-workers in various tasks, to ensure safety.
7. Performs work tasks in a safe manner and in accordance with work instructions.
8. Proactively makes recommendations to improve safety.
9. Demonstrates UTSA core values: Integrity, Excellence, Inclusiveness, Respect, Collaboration, and Innovation.
10. Performs other duties as assigned.

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## Minimum Requirements

### Education/Certifications

- Bachelor's degree from an accredited institution.

### Experience

- Three years' experience advising international students (mainly F-1 and J-1) and scholars (mainly J-1 and H-1B) and preparing J-1 Certificates of Eligibility and employment based nonimmigrant petitions, preferably in a college or university setting.

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## Knowledge Skills & Abilities

- Working knowledge of regulations pertaining to nonimmigrant classifications for international students and scholars, including H-1B, O-1, TN, F-1, and J-1 Exchange Visitors.
- Ability to research and explain complex U.S. immigration and labor regulations in relation to campus policies.
- Candidate must be a U.S. citizen or U.S. permanent resident to serve as Alternate Responsible Officer and Designated School Official in the Student and Exchange Visitor Information System (SEVIS), as required by federal regulation.
- Demonstrated ability to communicate effectively and patiently with cross-cultural sensitivity.
- Ability to work collaboratively as a team member in a group environment and taking appropriate initiative and exercising discretion within the scope of assigned duties.
- Skills with database tools and technology.
- Position requires accuracy and attention to detail.
- Personal computer and standard office equipment.
- Proficient in Microsoft Office Suite

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## Core Competencies

*Instructions: Select the appropriate Competency section below based on position. **Options:** Individual Contributor (IC), People Leader (PL), or Executive (Exec). Delete this instructions paragraph, Competency header (IC, PL, or Exec), and other Competency sections not applicable to position.*

Individual Contributor:

Customer Focus, Dealing with Ambiguity, Functional and Technical Skills, Action Oriented, Self-Development

People Leader:

Decision Quality, Managerial Courage, Developing Direct Reports, Dealing with Ambiguity, Business Acumen, Strategic Agility

Executive:

Directing Others, Interpersonal Savvy, Perspective, Business Acumen, Organizational Agility

## **Working Conditions**

### **Working Environment:**

- Office Environment.
- Some travel required.
- Some overtime required.

### **Physical Demands:**

- Describe any Physical Demands of the Position