

The University of Texas at San Antonio

Job Description

Job Title: Assistant Director, International Undergraduate Admissions
Code: 19059
Salary Grade: 59
FLSA Status: Exempt
Department/Division: Office of International Programs
Reports To: Director International Student Services

Summary

- Function: Performs as the direct program supervisor and lead advisor of UTSA Undergraduate International Admissions Services (IAS).
- Scope: Responsible for the delivery of international undergraduate admission services and coordinating all aspects of the program within the processes of the International Student Services (ISS) mission and goals.

Duties

- Typical:
 1. Oversees and provides the delivery of counseling/advising services to prospective undergraduate international students regarding University admission policies and procedures.
 2. Evaluates and offers solutions to undergraduate international applicant issues and requests regarding their admissions processing.
 3. Assists international applicants in achieving the evaluation of their foreign transcript and reviews and approves the foreign transcript evaluations submitted.
 4. Applies transfer credit guidelines in the review and assessment of student applications, as appropriate.
 5. Evaluates, interprets, and summarizes the academic and financial background of undergraduate international students applying to attend school at UTSA.
 6. Ensures the timely entry of international student data into Extender, BANNER, and FSA Atlas and generates letters utilizing automated software.
 7. Performs as a liaison with academic advising and department representatives across the University to ensure undergraduate IAS compliance with admissions policies and procedures
 8. Plans and participates in marketing and recruitment activities aimed at undergraduate international student populations.

9. Perform additional duties as assigned.
<ul style="list-style-type: none"> • <u>Periodic:</u> <ol style="list-style-type: none"> 1. Functions as a Designated School Official (DSO) and Alternate Responsible Official (ARO) for the issuance of I-20 and DS-2019 documents.

Education

Required	Preferred
Bachelor's Degree from an accredited institution.	Bachelor's Degree in a related field of study.

Other Requirements

Required	Preferred
U.S. citizenship or lawful permanent residence status required in order to meet DSO and ARO reporting requirements.	N/A
Criminal Background Check (CBC)	

Experience

Required	Preferred
Four years professional experience in higher education admissions recruitment and processing, including two years experience in international student admissions.	Two years of supervisory experience in higher education admissions recruitment.
One year supervisory experience, preferably in an admissions office environment.	

Equipment

Required	Preferred
N/A	N/A

Working Conditions

Usual	Special
Standard office environment.	May work some evenings or weekends as needed.

Supervision

Received	Given
General supervision from OIP Director.	May supervise clerical staff and student employees.

Accuracy

Proficiency in all duties performed.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.