



WEST VIRGINIA STATE
UNIVERSITY



Assistant Director Office of International Student Services

West Virginia State University

Founded in 1891, West Virginia State University (WVSU) is a public-land grant institution, which was originally founded as a historically black university, but which has evolved into a fully accessible, racially integrated and multi-generational institution serving approximately 3,514 students. The University is a community of students, staff, and faculty committed to academic growth, service and preservation of the racial and cultural diversity of the institution. WVSU offers 23 undergraduate and six graduate degrees through its four colleges. WVSU competes in athletics at the NCAA Division II level in five men's sports and five women's sports. WVSU is located in Institute, WV, a suburb of Charleston, the largest city and the capital of West Virginia. With more than 300,000 people living in the metropolitan area, it is an active, exciting and engaging community, boasting cultural and historical events, music, festivals and entertainment.

Position Description

Under the direction of the Director of Undergraduate Admissions, the Assistant Director of International Student Services will serve as the DSO (Designated School Official) to support the international undergraduate and graduate student population at this institution.

This is a non-classified, essential, FLSA exempt, full-time, benefits eligible position.

Responsibilities for the Assistant Director

- Serve as Designated School Official (DSO). Process initial I-20 visa documents for newly admitted first year, transfer, and graduate international students.
- Ensure that non-immigrant F-1 Visa holding student documents comply with U.S. Customs and Immigration Services (USCIS) under Student Exchange and Visitor Program (SEVP) regulations.
- Facilitate and execute processes and procedures to review undergraduate international admission application and supporting documentation to include: transcript evaluation, affidavit of support, financial statements and determine scholarship eligibility.
- Advise enrolled international students at all levels on Visa related matters, and provide assistance for students to successfully navigate complex SEVP and USCIS processes.
- Manage international undergraduate admissions, advise new prospective students as they navigate the Visa application process, and facilitate the arrival of new students to campus.

- Collaborate with Graduate Admissions Program Coordinator on the management of international graduate applications, process, and workflow.
- Assist international students who have graduated throughout their Optional Practical Training (OPT).
- Manage general international email account and provide timely responses to written and phone inquiries for international students.
- Proficiently use Excel, SEVIS, AACRAO Edge, WES, Scholaro and internal student information system (Banner) to enter and organize a high volume of data and maintain administrative reporting accuracy.
- Utilize customer relations management (SLATE) system to direct and monitor respective admissions communication flow plan.
- Implement strategic recruitment and admissions plan linked to enrollment funnel conversion and yield rates for international students.
- Develop and maintain external relationships with agents to promote the institution and generate a continuous flow of viable prospects and applicants into the student engagement funnel.
- Establish professional and collaborative relationships across campus with deans, faculty, enrollment management and student affairs directors and peers in student service departments to garner support and participation in recruitment initiatives.
- Manage the International Student Association and aid in the planning of campus cultural events.
- Travels on behalf of the University.

Position Required Qualifications and Experience

- A Bachelor's Degree
- Must possess a valid driver's license to meet requirements for Designated School Official (DSO).
- At least 1-3 years' experience in higher education or combination of equivalent admissions or student services experience, with such work showing a progression of broader and more complex job responsibilities and accomplishments.
- Working knowledge of international student issues and Visa processes.
- Demonstrated ability to effectively organize and manage multiple projects and priorities, establish goals, and produce timely desired results.
- Demonstrated experience in record maintenance, word processing and data entry skills.
- Superior written, oral, and interpersonal communication skills, group presentation skills, and proven ability to work with diverse constituencies, and a clear customer service orientation.
- Proficiency in working with customer relations management systems and student information system databases (e.g. Banner, SLATE, People Soft) and possess the ability to compile data and produce reports.

Position Preferred Qualifications and Experience

- Master's Degree
- SEVP Certified

- 1-3 years' experience in international student advising

Salary Statement

Commensurate with education and experience.

To Apply

Review of application materials will continue until the position is filled, but first consideration will be given to applications received by **September 30, 2020**. Candidates are required to submit a cover letter, resume, unofficial transcript, and three professional references (name, title, address, telephone number, and e-mail address). Please submit application materials via email in PDF (preferred) or Word to: hr@wvstateu.edu or mail to:

West Virginia State University
Department of Human Resources
P. O. Box 1000, 105 Cole Complex
Institute, WV 25112

Contact

For further information regarding application procedures, you may contact Human Resources at (304) 766-3156 and/or hr@wvstateu.edu

West Virginia State University conducts criminal background checks on all job candidates upon acceptance of a contingent offer. Any offer of employment is contingent upon the satisfactory completion of a background check.

West Virginia State University is an Equal Opportunity/Affirmative Action institution. No person shall be denied admission to educational programs, activities or employment on the basis of any legally protected status, or be subjected to prohibited discrimination involving, but not limited to, such factors as race, color, creed, religion, national or ethnic origin, marital status, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or protected veteran status. Upon request, reasonable accommodations will be made to provide this content into an alternate accessible format by contacting Justin Cherry at 304.766.3156 or Justin.Cherry@wvstateu.edu.