

Position Classification Description

Position Class Code / Title: G2088 / International Edu Advisor, Sr

Recruitment Tier: Tier 1

FLSA: Non-exempt

Grade: 12

Summary

In support of the University's global education goals, provides direct advisement to students and scholars participating in an international education program within the Global Education Office. Connects program participants to resources and services across the University. Researches changes to complex and evolving international regulations and coordinates the issuance of official, regulatory compliance documents. Supports program goals by providing input on program development, delivering presentation/workshops, and training lower-level specialists, where applicable.

Duties and Responsibilities

1. Provides consultation, guidance and advisement to international and domestic students and/or international scholars participating in an international education degree, program or initiative.
2. Connects program participants to resources and services across the institution to support individual success; may participate in providing direct resources and services, as appropriate to the international education program.
3. Coordinates the issuance of official, regulatory compliance documents and reports; researches changes to complex and evolving regulatory requirements.
4. Interfaces administratively with departments, regulatory agencies, and/or community stakeholders in support of international education initiatives.
5. Presents on international advisement topics at large and small workshops and orientations.
6. Provides input to departmental leadership regarding the development of programs, projects, and/or initiatives to support international education objectives.
7. Provides training and functional guidance to lower-level advisors, where applicable.
8. May specialize and/or conduct research in areas specific to the program.
9. Serves as Campus Security Authority as outlined by the Clery Act.
10. Performs miscellaneous job-related duties as assigned.

Minimum Job Requirements

- Bachelor's degree; at least 2 years of experience directly related to the duties and responsibilities specified.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

Knowledge, Skills and Abilities Required

- Strong listening, interpersonal and communication skills.

- Knowledge of programs/services available to university students.
- Ability to assess and interpret individual student needs and to make appropriate referrals.
- Ability to deliver effective presentations to large and small audiences.
- Ability to develop and deliver programs, workshops, and related presentations that meet student needs.
- Ability to use independent judgment to manage and impart information.
- Ability to multi-task, meet urgent deadlines and adapt to changing demands and priorities.
- Demonstrated ability to learn and adapt to changes in federal, state, and local regulations, which may be complex in nature.
- Skill in using proprietary databases and running routine reports.
- Ability to comply with stated regulatory procedures.
- Knowledge and understanding of legal provisions and institutional responsibilities associated with non-immigrants.
- Current knowledge and understanding of relevant laws and regulations pertaining to individuals holding non-immigrant visas.
- Knowledge and understanding of legal provisions and institutional responsibilities associated with constituent population and ability to engage in complex problem solving.

Distinguishing Characteristics

Position requires: a) delivery of advisement for participants in an international education program coordinated and delivered by the Global Education Office, b) analysis and interpretation of international regulatory requirements c) coordination and review of official regulatory documents, d) partners with personnel across the institution to support individual student and/or scholar success.

Conditions of Employment

- This position is represented by a labor union and is subject to the terms and conditions of the USUNM Collective Bargaining Agreement.

Working Conditions and Physical Effort

- No or very limited physical effort required.
- No or very limited exposure to physical risk.
- Work is normally performed in a typical interior/office work environment.