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# Example of International Student Advisor Job Description

Our growing company is searching for experienced candidates for the position of international student advisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for international student advisor

* Facilitate document issuance and process related student requests, such as bank, Social Security, DMV letters and the like
* Develop and help implement programs to support international students
* Maintain an excellent understanding of regulations, and changes, governing the oversight of international students and scholars
* Advise international students and scholars on immigration, academic and non-academic issues
* Serve as main contact with Human Resources as International Hires Advisor – processing immigration documents, supporting the integration of international faculty into the Wheaton community
* Coordinate logistics such as housing, stipends, and cultural adaptation for Foreign Language Teaching Assistants
* Serve as one of several staff members available to serve as on-call emergency contact for international students and scholars and back-up for Center for Global Education situation protocol
* Provide interface between international students and Washington State and U
* Works with director around necessary intervention with DHS on behalf of international students should problems arise with applications
* Assist with extra-curricular activities and guidance that will enhance the personal and academic well-being of the international student body

## Qualifications for international student advisor

* Knowledge base and experience with F-1 and J-1 immigration matters and laws and responsibilities that govern international students and exchange visitors preferred
* An excellent knowledge of F and J visa issues, rules and regulations
* Good understanding of current issues in the field of international education
* Demonstrated professional, collaborative, collegial work-style in dealing with students, faculty, staff, and off-campus partners
* Working knowledge of basic office, communications and data management software
* Bachelor’s degree and a minimum 2-3 years experience advising international students