



# Example of International Student Advisor Job Description

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Our growing company is hiring for an international student advisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for international student advisor

- Liaise with SEVIS Helpdesk and the USCIS Service Centers when there are issues with an individual's immigration or employment record
- Attend conferences, networking events and webinars
- Provide advising, counseling and immigration services to international students, scholars and dependents regarding legal
- Assisting with operations that relate to student and University compliance with US immigration laws
- Assisting with data and functionality within the Sunapsis system partnering with others in Notre Dame International to ensure integrity of the database, and facilitating timely reporting of information to the US department of Homeland Security
- Serving as the primary liaison with admissions for all initial undergraduate I-20s
- Communicating and maintaining relationships with international students and scholars on campus through daily advising appointments and walk-ins on immigration matters
- Supporting programming and other efforts undertaken by the office
- Serve as and perform the functions of a Designated School Official (DSO) and Alternate Responsible Officer (ARO) for the U.S. Department of Homeland Security (DHS) and Department of State (DOS) Student and Exchange Visitor Programs (SEVP)

## Qualifications for international student advisor

- Demonstrated knowledge of office computer systems at a level appropriate to the duties of the position
- Requires contact with other departments and university officials
- Must be a US citizen or permanent resident to establish for designation by the Department of Homeland Security as a DSO/ARO
- Must be able to work well with others and function in a fast paced, team oriented environment while maintaining a positive and professional demeanor
- Must be proficient in Microsoft Powerpoint, Word, Excel and comfortable using other software systems as needed
- Strong oral, written and cross cultural communication skills are essential