

## **THE UNIVERSITY OF WYOMING JOB DESCRIPTION**

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.*

**Title: COORDINATOR, INTERNATIONAL STUDENT AND SCHOLAR SERVICES**

**Reports To:** Designated Supervisor

**UW Job Code:** 3396

**UW Job Family:** 35 – Student Services Management Support

**SOC Code:** 21-1012

**FLSA:** Exempt

**Pay Grade:** 20

**Date:** 4-1-19

**JOB PURPOSE:**

Coordinate student services for UW's international students and scholars that support overall international student satisfaction, retention, and success. Additionally, provide immigration support and general office assistance to the department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Utilize the Student Exchange Visitor Information System (SEVIS), create immigration documents, update addresses, verify enrollment/status each semester and update other information as necessary.
- Set up and maintain I-20 and DS-2019 tracking database for new immigration documents.
- Respond to inquiries from students, scholars, departments, and others.
- Serve as a designated school official for F visa programs.
- Act as initial contact for international students and scholars program.
- Provide student life and general support for UW's international students and scholars that support overall international student success.
- Provide general office support.

**SUPPLEMENTAL FUNCTIONS:**

- Perform miscellaneous job-related duties as assigned.
- Attend and participate in training and other professional development activity.
- Assist with student orientation.

**COMPETENCIES:**

- Adaptability
- Collaboration
- Innovation

- Quality Orientation
- Sensitivity
- Taking Initiative

**MINIMUM QUALIFICATIONS:**

Education: **Bachelor's degree**

Experience: **1 year work-related experience**

Required licensure, certification, registration or other requirements: **None**

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- Federal laws and regulations pertaining to immigration and processes and procedures essential to employer-sponsored faculty immigration.

Skills and Abilities to:

- Plan, develop, and administer complex programming tied to exacting government regulations and laws.
- Utilize computerized information and reporting systems.
- Keep abreast of immigration laws and regulations.
- Analyze problems and develop solutions and recommendations.
- Utilize effective training methods, concepts, practices and techniques.
- Work as a team member and build rapport and cooperation with internal and external customers.
- Organize resources and establish work priorities.
- Communicate effectively, oral and written.

**WORKING CONDITIONS:**

No major sources of discomfort, standard office environment.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.