TITLE OF POSITION: International Student/Scholar Advisor and SEVIS Administrator
DEPARTMENT: Office for International Service (OIS), Office of the Provost

RESPONSIBILITIES:

- Assigned as being Designated School Official (DSO) to implement regulations under SEVP compliance
- Issue initial documents for visas and helps the Assistant Director in fielding daily visitors to the office.
- Serve as a liaison to work with Lincoln Center admissions offices to set up initial I-20 issuance process.
- Respond to immigration inquiries and provides immigration advising to our current and incoming international students (on average at least 50+ emails per day and 20+ walk ins)
- Advises students, faculty and staff in all schools and colleges about guidelines and policies regarding international student immigration requirements and benefits.
- Manages the University’s SEVIS reporting for F-1 students
- Serve as a resource to students and refer them to various offices on campus as needed.
- Advise and assist with Post-Completion OPT and STEM OPT applications for University’s F-1 graduates.
- Provide guidance and assistance to complicated OPT and STEM OPT cases.
- Provide guidance and assistance regarding SEVIS employment reporting to students who are currently under OPT and STEM OPT.
- Set up and monitoring Check In procedure and ensure smooth process with group check ins for short term summer programs.
- Keep abreast of changes in F-1 and J-1 regulations and changes in SEVIS functionality and requirements.
- Serve as a member on the Student Issue Subcommittee under professional association NAFSA’s International Student and Scholar Regulatory Committee to obtain most up to date regulatory changes and liaison with government officials.
- Assist with setting up institutional policies on new or/and changes in immigration regulations.
- Perform SEVIS database management duties such as CPT approval, SEVIS registration, SEVP Portal Reset.
- Communicating with the SEVIS Response Center regarding data fix and data correction requests on students’ SEVIS record.
- Maintain International Student and Scholar Management (ISSM) database and monitor data flow from Banner to ISSM.
- Serve as OIS statistician and assist the Director with the annual report.
- Assist the Director with Form I-17 recertification and updates.
- Edit orientation presentations and present information to new students during orientation sessions.
- Update office informational handouts.
- Perform administrative duties such as I-20 shipment, misc. mailings, improving office filing system, file label creation.
- Maintain and update office website.

QUALIFICATIONS:

- Master’s degree in international education preferred
- Minimum 3 years of experience in international education required
- Must demonstrate commitment to fostering an inclusive living-learning-working community
- Familiar with database management so that Fordham is SEVIS compliant
- Outstanding organizational skills, team player and the ability to work collaboratively
- Customer service oriented and also be able to work under pressure

SALARY: Commensurate with experience
STARTING DATE: As soon as possible

Send Cover Letter and Resume to: Sal Longarino
longarino@fordham.edu

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Fordham is an Equal Opportunity Employer – Veterans/Disabled and other protected categories