ADMINISTRATIVE POSITION ANNOUNCEMENT

TITLE OF POSITION/RANK: International Student/Scholar Advisor and SEVIS Administrator

DEPARTMENT: Office for International Service (OIS), Office of the Provost, Lincoln Center

RESPONSIBILITIES:
- As Designated School Official (DSO) implement regulations under SEVP compliance.
- Issue initial documents for visas and respond to immigration inquiries from all stakeholders.
- Serve as a liaison to Lincoln Center admissions offices on initial I-20 issuance process.
- Manages the University’s SEVIS reporting for F-1 students.
- Serve as a resource to international students on non-immigrant queries as needed.
- Advise and assist with Post-Completion OPT and STEM OPT applications for University’s F-1 graduates.
- 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 in for short-term summer programs.
- Keep abreast of changes in F-1 and J-1 regulations and changes in SEVIS functionality and requirements.
- Perform SEVIS database management duties such as CPT approval, SEVIS registration, SEVP Portal Reset.
- Communicate 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.
  - Manage data migration from Banner to ISSM.
  - Principal liaison with the Fordham IT staff supporting the University’s SEVIS compliance; Coordinate with Fordham IT staff for assistance fixing problems, and to plan and implement ISSM upgrades and patches/hotfixes.
- Serve as OIS statistician and assist the Director with the annual report.
- Assist the Director with Form I-17 recertification and updates.
- Develop presentations for international student orientation sessions.
- Maintain and update OIS website.

QUALIFICATIONS:
- Bachelor’s Degree Preferred.
- Must be a U.S. Citizen or U.S. Permanent Resident.
- Expert level with knowledge of the F and J regulations and advisement.
- At least two years of experience as a DSO and /or ARO.
- Experience with SEVIS and batch programs.
- Experience with Banner and ISSM.
- Experience with web editing and the development of guidance documents.

SALARY: Commensurate with experience

FLSA CATEGORY: Exempt

START DATE: October 19, 2019

SEND LETTER AND RESUME TO: David Heston
dheston@fordham.edu

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