



International Scholar and Student Advisor (full-time, 35 hours/week)
Center for Global Education/ISSS
Position 102039

Position Summary: Provides high quality immigration advice and services to University scholars, students and departments to ensure compliance with immigration and labor regulations and University policies. Provide services to support the needs of CUA's international community.

Essential Responsibilities Include: Advise and manage immigration cases of scholars (J-1, H-1B and O-1 visas) and exchange students (J-1) in a timely manner. Advise schools and academic departments on immigration issues in keeping with applicable current federal regulations and University policies. Conduct workshops and orientation sessions for Scholars. Create and maintain a J scholar database. Work with Director on programming in general for scholars and students. Liaise with government agencies regarding individual cases to resolve problems that may have arisen or to avoid potential problems. Inform scholars and academic departments of problems and/or changes in regulations; work collaboratively with all to resolve issues in compliance with existing regulations and in the best interests of the University and the scholar. Ensure institutional consistency of message or policy. Serve as Alternate Responsible Officer for the J program remaining informed of any changes in applicable regulations and operating accordingly; report appropriate data and actions to SEVIS. Also serve as a Designated School Official for the F visa program and serve as back up support for F-student advising as needed. Monitor status of international scholars vis-a-vis successful cultural/mental adjustment to CUA/the U.S.; work with appropriate university departments to ensure Scholars' optimum success in their programs. Collaborate with university offices and student organizations on cultural programming to raise global and cultural awareness

Minimum Qualifications: Bachelor's Degree with a minimum of two (2) years of work experience in advising immigration of international students and scholars. Excellent written and oral communication skills: computer skills in Microsoft Word and some database management skills desired. Sensitivity to international and multicultural populations. Ability to perform multiple tasks at the same time and to prioritize them appropriately. Ability to evaluate situations clearly, analyze complex problems, and generate potential solutions while maintaining confidentiality. Ability to work independently, collaboratively and creatively with other university departments and government agencies

How to apply: forward application, resume, and cover letter with salary requirements as an attachment to (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 102039 in subject line of email. Please do not include photos on resumes and save documents with first/last names. **All applicants must be supportive of the mission and vision of *The Catholic University of America*.** Position is open until filled.

THE CATHOLIC UNIVERSITY OF AMERICA
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