

## **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, STUDENT/SCHOLAR IMMIGRATION

**Reports To:** Designated Supervisor

**UW Job Code:** 3398

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

**SOC Code:** 21-1012

**FLSA:** Exempt

**Pay Grade:** 20

**Date:** 3-24-14

### **JOB PURPOSE:**

Coordinate and administer the student immigration program ensuring compliance with federal regulations involving the preparation, collection and verification of all required U.S. Citizenship and Immigration Services and Department of Labor documents for foreign-born students and temporary workers.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide assistance and information to international students and departments relative to immigration status and participate in related problem-solving.
- Prepare and issue immigration documents (I-20 and DS-2019 documents) to provide support in the maintenance of immigration status while individuals are at UW and to support the creation and retention of a diverse population of students and scholars.
- Develop presentations, promotional materials and informational resources on employer-based immigration and permanent residency procedures.
- Coordinate immigration-related services and programs with other university departments, notably International Programs, and represent the International Students & Scholars Office at related training sessions and management meetings.
- Create and administer summary report databases to provide the University and government agencies with the required information.
- Serve as a Designated School Official certified by U.S. Citizenship and Immigration Services and an Alternate Responsible Officer certified by the U.S. Department of State to meet federal requirements with the Student Exchange and Information System (SEVIS).

### **SUPPLEMENTAL FUNCTIONS:**

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

- Participate in performance-related goal setting and achievement to meet personal and organizational goals and objectives.

**COMPETENCIES:**

- Attention to Detail
- Formal Presentation Skills
- Collaboration
- Influence
- Quality Orientation
- Integrity

**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.

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.