



Position Title:	Director, International Students	
Reports To:	Director	
Department:	New Student Center	Job Code: 0128
Prepared By/Date:	Jennifer C. Brito/05-11-2009	Job Group: PEC
Approved By/Date:	Veronica Owles/09-16-2011	Salary Grade: 16
Revised:	Donna French/09-12-2011	FLSA Status: Exempt

Summary:

This position is responsible for the overall operation and management of International Student Services and serves as Principal Designated School Official (PDSO) for Miami Dade College to the Department of Homeland Security in all international student immigration-related matters, including the issuing of the I-20 document and maintenance of SEVIS records.

Essential Duties and Responsibilities:

- Monitors the information on FSAAtlas to meet the Student and Exchange Visitors Information System (SEVIS) reporting requirements
- Evaluates admissions applications and supporting documents for compliance with federal regulations and college standards
- Provides advisement for international student related issues with regard to Department of Homeland Security regulations pursuant to maintaining F1 immigration status and F1 status benefits
- Maintains proof of international student health insurance
- Coordinates articulation between insurance providers and the College
- Supports and monitors international student employment
- Designs and implements strategies for international student recruitment and retention
- Hires, trains, and supervises staff
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of Microsoft office software and specific computer programs related to area of responsibility
- Excellent organizational and communication skills (both verbal and written)
- Ability to effectively present information to groups of managers, clients, customers, and the general public
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community
- Ability to define problems, collect data, establish facts, and draw valid conclusions for reporting purposes
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Master's degree and three (3) years of related experience; or Bachelor's degree and seven (7) years of related experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name