

# Colorado State University

## Position Description

### International Student & Scholar Adviser

Colorado State University invites nominations and applications for the position of International Student & Scholar Adviser within the Office of International Programs. The full-time administrative professional position is responsible for immigration services for international students and scholars on the Colorado State University campus, serving on internal committees, and supporting a variety of office activities.

ISSS, one of three units within the Office of International Programs (OIP), offers extensive services to over 2,000 international students and scholars. These services include immigration documentation and advising to nonimmigrant visa bearers who are studying, conducting research, teaching, and/or working for Colorado State University. Services also include permanent residency processing for individuals in positions of permanent employment with the University. The ISSS unit maintains records, reports to the U.S. Government as required by federal law, and conducts a wide variety of programs related to immigration issues, cultural adjustment, orientation, and other matters pertinent to the population it serves. This position reports to the Associate Director of International Student and Scholar Services.

Colorado State University is a public, land-grant institution of higher education. CSU offers academic programs through eight colleges. The University is located in Fort Collins, a city with a population of approximately 145,000 people, 65 miles north of Denver. The city offers a unique blend of metropolitan advantages and small town friendliness. Situated at the edge of the Great Plains and the base of the Rocky Mountain foothills, Fort Collins provides easy access to many cultural and recreational opportunities.

#### **Responsibilities:**

- Advise international students on a variety of immigration matters, including maintaining legal immigration status, navigating the CSU system to maximize their university experience, document processing, and cross cultural adjustment. This requires thorough knowledge of federal immigration regulations, statutes, and operating procedures of various government agencies including the State Department and the Department of Homeland Security.
- Serve as a Designated School Official for the F-1 student program of the Department of Homeland Security and Alternate Responsible Officer for the Department of State J-1 visa program and evaluate financial documentation and issue immigration documents for international students.
- Maintain current information on immigration matters.
- Maintain relevant records, reports, and statistics of foreign nationals working and studying at the University.
- Serve as a liaison between Colorado State University, government agencies, students, and the local community.
- Provide or assist with programs such as orientation, cultural and educational events, and community activities, e.g. host families and assist with office communication efforts.
- Represent the University, as appropriate, at conferences, symposia, and working groups devoted to international student and scholar issues.
- Reflecting departmental and institutional values, candidates are expected to have the ability to advance the Department's commitment to diversity and inclusion.
- This position may spend 5% of time supervising student workers.

#### **Minimum Qualifications:**

1. Bachelor's degree plus one (1) year's work experience in the field of international education
2. Demonstrated experience and training with F and J visa regulations and procedures
3. Strong written communications skills
4. U.S. citizen or permanent resident status in order to serve as a Designated School Official for F-1 visa purposes and as an Alternate Responsible Officer for the Exchange Visitor Program

**Preferred Qualifications:**

1. Master's degree
2. Minimum of four months of study, employment or residence outside of the United States
3. Proficiency in one or more foreign languages
4. Strong computer skills, with experience in such areas as database maintenance, reporting and other software applications
5. Experience/training in intercultural relations/adjustment
6. Strong interpersonal skills

**Salary:** \$40,000 plus benefits equaling approximately 25% of salary.

For full consideration, completed applications must be received by **Monday, April 20 at 11:59 p.m. (MST)**, however, applications will be accepted until the position is filled.

The full position description is available at [www.international.colostate.edu](http://www.international.colostate.edu)

Please submit application materials consisting of: 1) letter of interest specifically addressing all of the minimum qualifications along with background related to the preferred qualifications; 2) resume; and 3) names, titles, addresses and phone numbers of three references. Candidates will be notified prior to references being contacted. Application materials should be sent via email to [weltha.mcgraw@colostate.edu](mailto:weltha.mcgraw@colostate.edu) as **a single .pdf document** addressed to:

Search Committee Chair  
International Student and Scholar Services  
Office of International Programs  
Colorado State University

Colorado State University is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. Colorado State University is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Colorado State laws, regulations, and executive orders regarding non-discrimination and affirmative action. The Office of Equal Opportunity is located in 101 Student Services.

Colorado State University is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final candidates being considered for employment. Background checks may include, but are not limited to, criminal history, national sex offender search and motor vehicle history.

Additional information on the background check can be found at <http://www.hrs.colostate.edu/background/Policy.pdf>.