

Spec. Code: 4794  
Occ. Area: 03  
Work Area: 630  
Prob. Period: 6 mo.  
Prom. Line: None  
Effective Date: 00/00/00  
Last Action Rev.

## IMMIGRATION SPECIALIST

### Function of Job

Under administrative direction from a designated supervisor, to facilitate acquisition of visas needed by foreign faculty, staff, and students and to ensure completion of application requirements.

### Characteristic Duties and Responsibilities

1. Supervises and coordinates the day-to-day visa operation for a campus-wide office serving international faculty, staff, and students; assists in creating and supporting internationally – structured student/scholar-focused activities, programs, and events supporting desired student/scholar development, involvement, and learning outcomes.
2. Assesses the needs of and provides specialized counseling for departments hiring individuals requiring U.S. visas and new and continuing international students/scholars on all immigration matters including course registration, travel, employment, change of status, etc.; coordinates all visa application including H-1, F-1, M-1, V-1, J-1, visa programs, etc. and permanent residence application preparation with administrators and the individuals being hired by the university as well as students; researches and develops resource and educational materials; provides training on procedures and regulations to departmental contacts on an individual basis and through seminars and conferences as required; develops information packets and conducts workshop to raise student/scholar understanding of immigration policies/procedures and employment issues; prepares and conducts new student/scholar orientation.
3. Facilitates the requests of departments for H-1 visas needed for foreign faculty by preparing and coordinating the labor condition attestation and the filing of immigration documents; using SEVIS, processes Certificate of Eligibility (I-20/DS2019s)
4. Authorized to sign U.S. Department of Labor and immigration documents on behalf of the university.
5. Acts as liaison between the institution, federal and state, and local agencies (such as Department of Immigration and Naturalization, the State Department, and Illinois Department of Employment Security), exchange visitor sponsoring agencies, such as Fulbright and World Learning and the individuals.
6. Provides assistance to and fills in for director of the campus office; works with the Study Abroad Coordinator on J-1 exchange agreements.

7. Prepares and coordinates the submission of immigration documents, which involves complex filing procedures; provides statistical information for various university and immigration reports.
8. Collaborates with other staff members in meeting the needs of the department and the affected individuals.
9. Prepares and maintains records and reports of policy interpretations and procedures, university policies and federal regulations affecting international students/scholars; prepares annual report for United States Information Agency, providing information regarding visa holders and status of visa applications not filed; processes employment authorizations (CPT and OPT); reports mandatory information on international students/scholars and their dependents to Department of Homeland Security using the SEVIS web portal.
10. Assists in development of and interprets university policy regarding hiring of or admission of noncitizens; interprets federal regulations and exercises judgment in deciding on appropriate courses of action concerning student/scholar specific immigration issues.
11. Maintains accurate, current, and continuous records of Federal Immigration and Nationality Act regulations, Department of Labor codes, and Illinois Department of Employment Security regulations.
12. Supervises clerical and/or support staff (including graduate assistant, student workers) as assigned.
13. Performs other related duties as assigned.

#### Minimum Acceptable Qualifications

##### CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. **One (1) year (12 months)** of responsible work experience in immigration counseling and visa application filing or in a higher education setting performing international student/scholar advising, international student recruitment or international student admissions
2. Any one or any combination of the following, totaling **three (3) years (36 months)**, from the categories below:
  - (a) Progressively more responsible work experience in immigration counseling and visa application filing or in a higher education setting performing international student/scholar advising, international student recruitment, or international student admissions
  - (b) College coursework leading to a major in business administration, education, administration, one of the social or behavioral sciences, a foreign language or one related to foreign affairs/service
    - 60 semester hours equal one (1) year/12 months
    - 90 semester hours equals two (2) years/ 24 months
    - 120 semester hours or a Bachelor's Degree equals three (3) years/ 36 months

Note: A Master's degree in Education Administration, Counseling, International Relations, International Development, Cross Cultural Communication, or Communications meets Credential #2.

#### KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

1. Knowledge of filing procedures, permanent residency requirements, and H-1, F-1, M-1, V-1, J-1 visa requirements
2. General knowledge of universities' policies and procedures
3. Ability to interview departments and individuals to determine visa needs
4. Ability to administer, organize, prepare, and maintain records, reports, files, and correspondence
5. Ability to communicate effectively with persons from a variety of cultures and with different languages
6. Ability to use diplomacy and tact
7. Ability to use strategy and resourcefulness
8. Ability to obtain services necessary to meet department and individual's needs
9. Ability to establish effective working relationships with agencies and individuals
10. Ability to interpret federal regulations and exercise good judgment in applying them
11. Ability to navigate the University Information System database and SEVIS
12. Supervisory ability
13. Excellent organizational skills and attention to detail
14. Competency in a language other than English
15. Proficiency in keyboarding