

POSITION DESCRIPTION
PRINCIPAL ADMINISTRATIVE POSITION
EASTERN ILLINOIS UNIVERSITY

Title of Position: INTERNATIONAL STUDENT COORDINATOR Position No: A07950

Department: Office of International Students and Scholars

Incumbent: N/A

Function of Position:

The International Student Coordinator reports to the Assistant Dean in the Office of International Students and Scholars, which serves as a unit within the Graduate School. The Coordinator has the responsibility for and assisting with federally mandated compliance requirements related to the Student Exchange Visitor Information System (SEVIS), including the production of visa documents for all new degree seeking international students, international visiting scholars, J-1 scholars, and visiting international family members to campus. The Coordinator will provide assistance to international students and scholars, plan and organize workshops and outreach activities related to international student issues, and will serve as a resource for the campus regarding international students and scholars.

Description of Duties and Responsibilities:

1. Advise international students, scholars and campus staff about procedures, policies and regulations related to all types of nonimmigrant status that can be used by international students, scholars and international visitors at the University, including all regulations associated with the Student Exchange Visitor Information System (SEVIS).
2. Serve as a Designated School Official (DSO) and an Alternate Responsible Officer (ARO) to federal programs governing the support of international students. Analyze and interpret data for production of visa documents for international students, visiting scholars and visiting international family members as needed. Provide support for student and scholar state and federal compliance.
3. Conduct orientation sessions for new international students and scholars. Advise students and scholars on a variety of matters related to their stay at EIU. Coordinate and implements events that support the educational, cultural and social needs of students.
4. Advise international students on employment preparation, timelines and regulatory requirements. Organizes and presents workshops related to employment. Refers students to campus resources.
5. Participates in the processing, evaluation, and awarding of student fellowships, grants, and other awards; advises students on financial aid options. Assess students and scholars' financial ability to sustain their academic objectives.

6. Provides advice and assistance to students on academic and degree progress towards completion of study related to the maintenance of immigration status; alternative academic options, resolve scheduling conflicts, and similar issues in relation to federal regulatory requirements.
7. Serves as a liaison with other campus units on specific projects and initiatives
8. Serves on campus and department committees as needed
9. Assume other duties as assigned.

Signatures:

Incumbent: _____ Date: _____

Supervisor: _____ Date: _____

Vice President: _____ Date: _____