SIU Carbondale
Position Description

Employee's Name: ___________________________ AIS ID: _______________________

Position Information:
Position Title: Program Director of International Student & Scholar Services Position #: _______________________
Department: Center for International Education

This position is: ☐ Administrative/Professional Staff (A/P) ☑ Civil Service Staff

Reason for Position Description

☑ New Position
☐ Existing Position Duties Revised
☐ Newly Hired Employee
☐ Requested by HR for State Universities Civil Service System Compliance

Action Requested:

☐ Review for Appropriate Title/Classification
☐ None (no changes, for updated signatures only) NO VC SIGNATURE REQUIRED
☐ Other: ___________________________

The contents of this position description are an accurate and complete representation of the position.

Employee:
Signature ___________________________ Print Name ___________________________ Date ____________

Supervisor:
Signature ___________________________ Print Name ___________________________ Date ____________

Dean/Director:
Signature ___________________________ Print Name ___________________________ Date ____________

Vice Chancellor:
Signature ___________________________ Print Name ___________________________ Date ____________

Chancellor/President:
Signature ___________________________ Print Name ___________________________ Date ____________

FOR HR USE ONLY

HR Approval: ___________________________ Date: ____________
or
DER Approval: ___________________________ Date: ____________

Title Code: ____________ EEO Code: ____________ Job Code: ____________ FLSA: ____________

hro1020 01/23 IPEDS: ____________ Security or Safety Sensitive: _______ Page 1 of 4
Please provide the information requested directly on this document. If space available is inadequate, attach additional sheets.

1. **DUTIES AND RESPONSIBILITIES** List in priority order only the essential duties and responsibilities of this position. Essential duties meet the following standards: (1) the function must be done, (2) taking the function from the job would fundamentally change it, (3) the job exists to perform this function, and (4) there would be significant consequences if the function is not done. List in the order of importance.

As a part of the Center for International Education (CIE), the International Student and Scholar Services (ISSS) staff provide advice, counseling, and advocacy on immigration, cultural, financial, academic, and personal concerns, and make appropriate referrals when necessary. Under the general direction of the Director of the Center for International Education, the Director of International Student & Scholar Services (ISSS) provides leadership to, and professional support for all university efforts supporting international student and scholar services.

**ESSENTIAL JOB FUNCTIONS** (including but not limited to)

- Lead the International Student & Scholar service team, which consists of a Communication & Ed., Programs Coordinator, and two Immigration Specialists.
- The Director is responsible for managing the F-1 and J-1 programs for the University including immigration certification, reporting, administration, and advising, as well as the development and delivery of support services for international students and scholars.
- Fulfill all duties of PSDO and RO as required by the Student and Exchange Visitor Program/SEVP and serve as a resource and consultant on student and scholar immigration issues.
- Oversee all SEVIS (Student and Exchange Visitor Information System) compliance functions.
- Supervise and assist the Communication & Ed., Programs Coordinator’s efforts in educational, cultural, social, and leadership development programming with a focus on international-student support areas (e.g., orientation, peer mentors, clubs & orgs, cultural events, immigration advising, career support, health & wellness, cultural adjustment, etc.).
- In partnership with the Director of the Center for International Education and the Director of International Admissions collaborate on how best to achieve desired enrollment and retention goals for international students.
- In collaboration with the director of CIE, to develop, coordinate, and evaluate international partnerships and collaborations in support of Southern Illinois University’s strategic global engagement strategy.
- Review existing and proposed relationships of programs with international student recruitment agencies and make recommendations for new contracts/relationships as well as changes to existing ones. This includes monitoring the number and quality of students applying to and being admitted to each program.
- Performs other job-related duties as assigned.
2. **HUMAN RESOURCES FUNCTIONS**

2.1. Specify the number of employees reporting directly to this position.

Head Count: 3 ________  FTE: 100 ________

2.2. Specify the number of employees reporting to this position through subordinate supervisors, including student employees.

Head Count: __________  FTE: __________

3. **PRINCIPAL CHALLENGES** Describe the nature and variety of the most complex problems that are faced by this position.

- A good understanding of federal regulations, SIU policies and different educational systems and good management skills.

4. **POSITION SCOPE** Indicate the important scope data applicable to this position which will best describe its size or effect on the University. State all figures on an annual basis.

*(For AP or Civil Service custom classes ONLY)*

4.1. Dollar Measures—e.g., budget (list salaries and operational expenses separately), capital expenditures, educational grants received, annual research program expenditures, etc. Indicate the responsibility of the position for the item listed, (e.g. fiscal officer, delegated fiscal officer, makes recommendations, etc.)

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4.2. Other scope measurements pertinent to this position, (e.g., number of departments affected, number of students, colleges or departments served, number of items or amount of property purchased, annual cost of educational services, research funds developed, number of students recruited, potential savings to the University as a result of the position's activity, etc.)

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5. **QUALIFICATIONS** Minimum education and work experience (including years) to qualify for position.

*(For AP or Civil Service custom classes ONLY.)*

1. Master's degree
2. A total of two (2) years of work experience in international partnership agreements.
3. Per federal regulations, a DSO must be U.S. citizen or permanent resident to be able to access SEVIS database.

6. **OTHER** Describe anything else of significance which is important to the position and not covered elsewhere. For example, knowledge, skills and abilities critical to the performance of the job; any unique conditions outside of a normal office environment; involvement in academic committees and/or outside educational organizations **required by the job**; or anything else which may be significant to the function of this position.

7. **ORGANIZATIONAL STRUCTURE** Please attach a current departmental organizational chart.