

July 2013

**SANTA BARBARA COMMUNITY COLLEGE DISTRICT**

**CLASSIFICATION: CLASSIFIED**

**CLASS TITLE: INTERNATIONAL STUDENT  
ADVISOR**

**SALARY TABLE: 29**

**SALARY RANGE: 34**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, provide a variety of outreach and support services for the International Student Services program; assist program participants with obtaining and maintaining program enrollment and appropriate international student documentation; monitor the attendance, goals and progress of program participants; provide program information to students, parents and the community; serve a Designated School Official assigned.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Provide a variety of outreach and support services for the International Student Services program; provide individual case management for program participants.

Assist program participants obtain and maintain program enrollment; recruit, refer and register students to assigned programs; interview potential enrollees; assist student with completing and assure accuracy and completeness of required forms and applications, including visa, passport, insurance, I-20's and other related information; determine student eligibility; refer students to outside agencies as appropriate.

Input and maintain accurate student information into SEVIS or other assigned computer system; create, update and maintain admission files; generate computerized reports as needed; update and maintain related database; serve a Designated School Official to federal organizations as assigned.

Monitor the attendance, units, goals and progress of International Student program participants; assure compliance with applicable rules and regulations; collaborate with students to develop and implement individual goals and strategies; advise students concerning individual progress and program activities.

Confer with international students, parents, personnel and the community to exchange information, coordinate activities and resolve issues or concerns regarding program activities and student progress; initiate and receive phone calls; respond to inquiries and provide information.

Prepare and conduct orientations for new students workshops and formal presentations for an assigned program to local community organizations, private and public schools as directed; attend job and college fairs and other events to promote SBCC programs and services.

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Compile information from SEVIS and prepare and maintain a variety of records and reports related to international student's goals, progress, information assigned activities; establish and maintain filing systems.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; drive a vehicle to conduct work as assigned.

Recruit, train and provide work direction to assigned staff, student workers, tutors, peer advisors, consultants or other personnel assigned to the program.

Assist students with transitioning out of assigned programs after individual goals are met; perform follow-up with former program participants as required; work with local Language School Programs and advisors to facilitate transition and transfer of international students to the International Student Program at Santa Barbara City College.

Prepare and conduct workshops and formal presentations for the International Student Services program to local private and public schools and campus departments directed; conduct on-campus events for students.

Create, maintain and mail acceptance letters and other correspondence related to program activities and student progress; prepare, update and maintain work permit application forms.

Attend and participate in assigned meetings, conferences and training sessions.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Student guidance principles and practices.
- INS F-1 Visa regulations and terminology.
- Immigration laws, rules and regulations related to student admissions.
- Problems and concerns of international students with special needs.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Modern office practices, procedures and equipment.
- Research methods and report preparation techniques.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a computer and assigned software.

**ABILITY TO:**

- Provide a variety of College outreach and support services for the International Student Services programs.
- Interpret INS F-1 Visa regulations and terminology, including immigration laws related to student

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admissions.

Assist international student program participants with obtaining and maintaining program enrollment.

Monitor the attendance, goals and progress of program participants.

Provide program information to students, parents and the community.

Learn department and program objectives and goals.

Interpret, apply and explain rules, regulations, policies and procedures.

Communicate effectively both orally and in writing and make presentations.

Establish and maintain cooperative and effective working relationships with others.

Compile and verify data and prepare reports.

Maintain records.

Compose correspondence and written materials related to assigned activities.

Meet schedules and time lines.

Operate a computer and assigned software.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree including coursework in sociology, social work, psychology or related field and one year experience working with post-secondary school aged students in an educational setting.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California State driver's license.

Incumbents in this classification are required to serve the College as a Designated School Official according to established Homeland Security policies. In accordance with Department of Homeland Security regulations, this designation requires US Citizenship or legal permanent resident status.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read a variety of materials.

Sitting for extended periods of time.