



Trinity Valley Community College

Job Description

Director of International Students/Completion Advisor

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Processes all institutional graduation applications, advises students of course needs, and plans all graduation ceremonies. Provide consistent district-wide support and services for prospective F-1 students and their dependents. Serve as the Primary Designated School Official (PDSO) to prepare Student Exchange Visitor Information System (SEVIS) documentation and maintain reporting and compliance. Keep abreast of changes in educational systems, state and federal regulations, world events, and technology which ultimately may impact the college's ability to accept F visa status students.

REPORTS TO:

Associate Vice President of Enrollment Management/Registrar

SUPERVISES:

None

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

Bachelor's Degree

PREFERRED:

Master's degree

EXPERIENCE REQUIRED:

Three (3) years' experience required in college recruitment, admissions, procedures, programs, and careers. Public relations and customer services principles. Student database systems or other contact management systems. Multicultural education programs and systems.

PREFERRED:

OTHER LICENSES OR CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS REQUIRED:

- Typing/Data Entry
- Computer software proficiency – Microsoft Office
- Operating equipment – office or otherwise
- Written and oral communication
- Interpersonal and/or customer service skills
- Basic Math
- Leadership/ Management
- Attention to detail
- Time management
- Organization
- Federal Regulations and Directives
- Operational Systems and procedures
- Budget and accounting principles
- Compliance Law

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

- Receive, evaluate, and process all graduation applications.
- Update graduate files and application data when new information is received.

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- Communicate to graduation applicants keeping them on track to graduate.
- Work with advisors on all campuses to assure students are in the necessary requirements the semester they plan to graduate.
- Work with and track reverse transfer degree completers.
- Work with Recruiting Office to encourage students who did not complete graduation to return to TVCC and complete.
- Mentor and advise students in all matters that move them toward community college graduation and potentially toward transferring to four-year institutions
- Work on plans to help more students complete their degrees.
- Serve as graduation committee chair.
- Maintains and updates records and files on recruitment activities along with collected student information using CRM and/or other software; creates and submits reports.
- Maintain student and institutional records for SEVIS compliance, including form I-17, DSO training and oversight, and certification of new programs within strict established deadlines.
- Prepares, analyzes, and reviews reports related to United States Citizenship and Immigration Services (USCIS) and Trinity Valley Community College.
- Assist students with issues that impact their F visa status which may require updates to their I-20 documents, including CPT and OPT.
- Evaluate applications from non-U.S. residents and international status to determine applicants' eligibility for admissions to the college in a timely manner.
- Develop and manage processes and communications with students via electronic and printed media, website, and social media.
- Maintain and manage accurate admissions information in the Colleague system while insuring data accuracy through daily and weekly monitoring.
- Serve as the international student's resource liaison to ESL Program.
- Create weekly, monthly, semester, and year-end reports as needed.
- Designs, plans, and implements workshops, orientations and seminars addressing international student related issues.
- Develop and maintain International student webpage.
- Manage recruitment of International students.
- Assist in all aspects of international student admissions and enrollment processing.
- Manages integrity of student files in regards to FERPA regulations, reviews and evaluates international student records and resources, and keeps duplicate records to a minimum while ensuring accuracy and attention to detail.
- Demonstrate skill in respectful, tactful and sensitivity with people who are diverse in their cultures, language groups and abilities.
- Demonstrate the ability to work in a fast-paced and dynamic environment while maintaining a highly collaborative and student-centered approach.
- Other duties as assigned by appropriate supervisory personnel.

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Calculator
- Multi-line phone system
- Copier
- Seat Belts
- Cellular Phone
- Fax machine

PHYSICAL DEMANDS:

- Requires: Reaching, Standing, Walking, Talking, Hearing, Seeing, Repetitive Motions, Sedentary Work
- May need: Light Work
- Occasionally need to: Lifting, Medium Work

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MENTAL DEMANDS:

- Emotional control under stress: Less than 25% of the time
- Frequent interruptions: 25-50% of the time

OTHER DEMANDS:

None

The above job description has been reviewed with the employee. It was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 7/18/01

Revised: 10/21/2021

Classification:	Administration	Coordinating/Non-Coordinating:	C
FLSA Status:	Exempt	TVCC Job Code:	1674
DBM:	C	Travel Required:	25-50% of the time
IPEDS/SOC CODE:	11-3011	Employment Status:	Full-Time
Salary Range:	225	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 01

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