

**University of Wisconsin-Superior
Office of International Programs
International Admissions Coordinator**

Working Title: International Admissions Coordinator
Hays Hill Title/Level: Associate Student Services Coordinator
Appointment: 100%, 12-month, renewable
Position Reports To: Student Services Program Manager III, Office of International Programs

Position Summary:

The International Admissions Coordinator collaborates with staff members responsible for international student recruitment, admissions, and student services. This position is primarily responsible for providing administrative and recruitment program support for the international admission, recruitment and orientation.

Duties and Responsibilities:

- Offer information, guidance and service to prospective international students and their families and advisors in person, by telephone, web, and email.
- Data-enter undergraduate applicant information into PeopleSoft integrated student information system and Hobson's CRM. Posts admission decisions, places or removes student holds, and tracks communications.
- Help identify prospective students, invite applications and facilitate admissions process for international students.
- Track relevant internal report data in order to ascertain international applicant status; review assigned applicant files, notify applicants of missing materials, and monitor applications to completion.
- Prepare international undergraduate applicant files for an admission decision by Office of International Program Director.
- Assist accepted international undergraduates to take "Next Steps to Enrollment," especially including submission of the enrollment deposit, and submitting housing applications in a timely manner.
- May supervise student employees as needed including handling of relevant paperwork.
- Support the university's work with international student recruitment agencies as needed.
- Serve as Designated School Official (DSO), with primary responsibility for issuing Forms I-20 for new international undergraduate students.
- Collaborate with the domestic admission office on issues such as ImageNow scanning, application processing, and application fee and enrollment deposit payments.
- Collaborate with the English as a Second Language International (ESLi) to process applications for conditional admission.
- Assist with the development of prospective student communication plans, the development and updates of recruitment materials, and the development and maintenance of content on the UWS website for international students.
- Host on-campus international visitors and other guests.
- Develop partnerships and serves as an international admission liaison to various offices, such as English as a Second Language International (ESLi), Residence Life, Registrar's, Athletics Department and the Business Office.
- Ensure that accepted international undergraduates receive comprehensive pre-arrival information in a timely manner.
- Help facilitate new student arrivals and orientation.
- When necessary, advise international students on issues of cultural adjustment; make referrals to counseling services, as needed. Serve as a cultural informant to other members of the campus community when advocating on behalf of international students
- Stay abreast of trends within international higher education and stay current with all regulations and guidelines.
- Stay abreast of changes in federal regulations via attendance at conferences, when possible, and forums;
- Performs other duties as requested.

Knowledge, Skills and Abilities

- Knowledgeable about Department of State, Department of Homeland Security, and U.S. citizenship and immigration laws, policies, and procedures as they apply to international students
- Knowledge and ability to work with integrated student information systems, such as PeopleSoft or Hobsons
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook) and integrated information system(s);
- Strong communication skills both written and verbal, and ability to communicate effectively across cultural boundaries and work harmoniously with diverse groups of students, faculty and staff.
- Ability to process data, analyze complex situations and communicate appropriately, all with a high degree of accuracy
- Ability to function effectively in stressful and fast-paced work environments
- Ability to plan, organize and execute events
- Ability to research and communicate about trends related to higher education and international student mobility
- Ability to work evenings and weekends
- Ability to travel within the United States and abroad and possession of a valid driver's license
- Ability to work with little supervision and as a team member

Minimum Qualifications

- Bachelor's degree from an accredited institution
- At least one year of experience working directly with post-secondary students of various nationalities;
- Federal regulations require that this SEVIS-authorized position be held by a U.S. citizen or U.S. lawful permanent resident.

Preferred Qualifications

- Master's degree from an accredited institution
- Experience living, working or studying abroad, or significant international travel experience;
- At least one year of international undergraduate recruitment and/or admission experience
- Proficiency in a foreign language