



CALIFORNIA  
NORTHSTATE  
UNIVERSITY

## **Student Affairs and International Student Services Coordinator California Northstate University**

Title: Student Affairs and International Student Services Coordinator  
Classification: University Staff; Non-Exempt  
Supervisor: PDSO and Dean of Student Affairs, Admissions and Outreach  
Education Required: Bachelor's Degree; Master's Preferred  
Salary: \$20-22/hour

Student Affairs and International Student Services Coordinator provides specialized student support to international students. Incumbents in this job classification are responsible for providing academic and immigration advising services, career counseling, new student orientation and alumni services to meet the needs of the international student population. The International Student Specialist problem solves a variety of complex immigration issues requiring considerable knowledge of immigration rules and regulations. Incumbents work independently with decisions impacting students' educational goals.

### **Obligations of the Student Affairs and International Student Services Coordinator:**

*The information provided below is a general description of the International Student Specialist's responsibilities; it is not intended to provide an all-inclusive list of responsibilities. The incumbent must undergo appropriate training to serve as the Designated School Official and learn all Student and Exchange Visitor Information System processes.*

### **Responsibilities:**

1. Serves as the Designated School Official (DSO), maintaining the Student and Exchange Visitor Information System (SEVIS) and all related certification requirements. Organizes SEVIS data processing under the guidelines provided by the Department of Homeland Security (DHS) and maintains data and quality control management. Establishes, updates and tracks SEVIS files on a quarterly basis.
2. Provides accurate immigration information to international students, monitors and tracks student immigration status, and maintains appropriate files.
3. Advises students with immigration petitions and applications to include processing for new F-1 visas, work permits, reinstatement, and reduced course load authorizations, change of status, medical leave and economic hardship employment authorization.
4. Coordinates and plans programs that support the unique needs of F-1 international students including the development and implementation of retention strategies, OPT, CPT and new student orientation program. Teaches College Survival and Success credit

courses and workshops, monitors at-risk students and provides customized intervention services.

5. Provides active case management to an assigned caseload of students. Supports international students experiencing cross-cultural, family, personal or economic crisis, which may impact academic performance. Helps students to access appropriate community services/resources.
6. Coordinates academic advising services to international students to include evaluating student academic history, developing academic and career goals, and outlining appropriate classes and resources needed to achieve these goals. Conducts information degree audits, evaluates placement test scores and serves as student advocate in matters related to grievances, grading issues, tuition appeals and special financial arrangements.
7. Assists international students with processing applications for work permits, reinstatements, extensions of stay and other immigration related matters.
8. Acts as student advocate in matters related to grievances, grading issues, tuition appeals and special financial arrangements.
9. Works with international students on academic probation and suspension to develop an improvement plan; monitors progress and identifies specific areas for tutoring assistance.
10. Functions as liaison with transfer institutions; refers students to appropriate college, community and university contacts to assist with the transfer process.
11. Works collaboratively with program faculty and management to support the development of strategies to enhance student retention.
12. Oversees peer advising program; Recruit, train and counsel student workers as needed.
13. May assist with Study Abroad Program by providing classroom presentation/informational sessions; responding to inquiries and advising students and staff about the program and how it fits into the educational plan.
14. Participates in training and maintains a relationship with professional organizations to keep abreast of changes in federal rules and regulations.
15. Reviews student admissions form. Refers and schedules students for testing. Enters new student information into college database system.
16. Support the mission and vision of the College, University, and the Dean.
17. Support the Student Body Council and Student Organization Leadership Council;
18. Develops, manages, and provides student support services;
19. Oversees student organizations;
20. Prepares and leads the orientation for pharmacy students
21. Develops, implements, and promotes programs that foster student leadership and professionalism;
22. supporting the academic advising program;
23. Coordinates student activities at the state, regional, and national levels;
24. Coordinates student related college events and programs;
25. Oversees, develops, and provides student services;
26. Participates in activities related to LCME accreditation, including but not limited to report generation, preparation of functional areas in accordance with accreditation standards

27. Supports pharmacy student success and retention efforts, and coordinates assessment of student services to ensure student satisfaction.
28. Support the update of student handbooks concerning student services, professionalism, retention, campus security and risk management.
29. Oversees student conduct and professionalism tracking system.
30. Support other duties of student affairs as assigned by the Dean of Student Affairs, Admissions and Outreach at College of Pharmacy.

**Qualities:**

- Excellent communication skills and proven ability to work with competence, diligence, and effectiveness with individuals and collaborative teams, including internal and external stakeholders, including committee, agencies, schools, businesses, and the greater community
- Commitment to collegial and professional excellence
- Ability to receive and give constructive criticism, flexibility in understanding and perspectives of others
- Commitment to fostering a positive and inclusive work culture
- Demonstrated sensitivity to diverse academic, socioeconomic, cultural, disability, and ethnic environment.

Applications will be reviewed upon receipt. For full consideration, candidates should provide curriculum vitae/resume with at least three references. All candidates are asked to provide a cover letter articulating how their knowledge, experience, and beliefs have prepared them to function in support of California Northstate University's vision and mission statements. Please email all documents to [hr@cnsu.edu](mailto:hr@cnsu.edu).

California Northstate is an Equal Opportunity and Affirmative Action Employer. All qualified candidates are encouraged to apply. For inquiries, please contact us at: e-mail: [hr@cnsu.edu](mailto:hr@cnsu.edu) and/or telephone: (916) 686-7400.