UNIVERSITY OF SOUTHERN CALIFORNIA

Immigration Specialist
Job Code: 137035

Grade: I
OT Eligible: Yes
Comp Approval: 5/6/2008

JOB SUMMARY:
Reviews and processes necessary forms required by United States and foreign governments for students and scholars. Advises students, scholars and faculty about government regulations.

JOB ACCOUNTABILITIES:

* Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.

EMERGENCY RESPONSE/RECOVERY:
Essential: No
JOB QUALIFICATIONS:

Minimum Education:
- Associate's Degree
- Combined experience/education as substitute for minimum education

Minimum Experience:
- 1 Year

Minimum Field of Expertise:
- Knowledge of federal regulations pertaining to international students and scholars. Prior office experience. English writing skills essential. Computer literacy required.

Preferred Education:
- Bachelor's Degree

Preferred Experience:
- 2 Years

Preferred Field of Expertise:
- Experience with USC administrative computer systems. Experience working with diverse languages and cultures. Familiarity with USC campus and Los Angeles area.

Skills: Administrative:
- Arrange travel
- Compose letters
- Coordinate meetings
- Establish filing systems
- Maintain filing systems
- Prepares official documents
- Prioritize different projects
- Understand and apply policies and procedures

Skills: Other:
- Analysis
- Assessment/evaluation
- Communication -- written and oral skills
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Organization
- Planning
- Problem identification and resolution
- Research

Skills: Machine:
- Computer Network (Department or School)
Supervises: Level:

May oversee student, temporary and/or casual workers.

SIGNATURES:

Employee: ___________________________ Date: ___________________________

Supervisor: ___________________________ Date: ___________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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