UNIVERSITY OF SOUTHERN CALIFORNIA

Senior Immigration Specialist

Job Code: 137036

Grade: J
OT Eligible: No
Comp Approval: 3/27/2007

JOB SUMMARY:

Resolves the more complex and unusual immigration cases. Advises students, scholars and faculty about government regulations. Provides leadership, guidance and direction to immigration advisors. Provides guidance in the development and implementation of immigration related policies and procedures faced by international students and scholars.

JOB ACCOUNTABILITIES:

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

*E/M/NA  % TIME
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Resolves the more complex and unusual immigration cases. Determines effective and equitable solutions when international student, scholar and faculty have conflicts or require assistance interpreting U.S. immigration regulation policies. Advises students, scholars and faculty on Department of Homeland Security (DHS) regulations, and payroll and personnel issues.  
Evaluates eligibility and verifies student status according to application materials; prepares and signs official documents required by U.S. or foreign governments and agencies. Tracks status of forms sent out and responds to inquiries. Makes arrangements for new students to register; creates and maintains files.  
Assists in preparing complex immigration cases including preparation of briefs, memoranda and formal letters; makes accurate and timely presentation of critical cases to DHS.  
Provides leadership, guidance and direction to immigration advisors. Trains all immigration advisors on U.S. immigration regulations. Schedules and assigns workloads.  
Serves as a Designated School Official (DSO), issues I-20s for F-1 students, scholars and their dependents.  
Serves as an Alternative Responsible Officer (ARO), issues DS 2019 forms for J-1 students and scholars.  
Acts as liaison between students/scholars and foreign consulates and/or government agencies, e.g., DHS, to facilitate stays in the United States or arrange foreign travel.  
Provides guidance in the development and implementation of immigration related policies and procedures faced by international students and scholars.  
Prepares the Annual OIS Office Report for the Vice President of Student Affairs.  
Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

EMERGENCY RESPONSE/RECOVERY:

Essential: No
Yes  In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

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

**Minimum Experience:**
- 4 Years

**Minimum Field of Expertise:**

**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.
- Lead/Guidance Skills
- Organization
- Planning
- Problem identification and resolution
- Research
- Scheduling
Teaching/Training

Skills: Machine:
- Computer Network (Department or School)
- Computer Network (University)
- Computer Peripheral Equipment
- Fax
- Personal Computer
- Photocopier

Supervises: Level:
- Leads employees performing similar work on a project basis
- May oversee student, temporary and/or casual workers.

Supervises: Nature of Work:
- Administrative
- Clerical/Secretarial
- Professional/Paraprofessional

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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