JOBSUMMARY:
Plans, develops, coordinates and implements J-1 Exchange Visitor Program (EVP) student services, policies and activities for the Office of International Services. Advises J-1 scholars and students regarding current immigration and EVP regulations. Maintains current J-1 programs and services such as faculty/staff workshops, website information and J-1 arrival orientation. Develops system operating procedures and implements system improvements.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>E/M/NA</th>
<th>% TIME</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
<td>Plans, develops, implements, communicates and evaluates EVP policies, services and operations. Reviews internal operations to determine compliance with established policies and procedures.</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
<td>Advises program participants on J-1 immigration regulations and related program policies and procedures. Assists in the resolution of immigration issues. Interprets immigration regulations concerning visiting scholars, researchers, off-shore program participants and third-party sponsored degree students.</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
<td>Assesses program participants’ needs. Researches, plans, coordinates and maintains J-1 programs, services and special events such as faculty/staff workshops and J-1 arrival orientation for exchange visitors and their sponsors. Publicizes program services and events. Maintains current J-1 program information on website. Designs and develops information and promotional materials.</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
<td>Advises faculty and administrative staff on program policies. Reviews departmental requests for exchange visitors to determine program eligibility.</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
<td>Updates SEVIS and fsaATLAS databases with participant information. Monitors system input and output for accuracy and currency of information. Evaluates, recommends and implements refinements in department operations to ensure integrity of system data. Develops and implements database management procedures.</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
<td>Compiles data for special projects, studies or reports, including regulatory reports. Tracks program statistics and prepares reports.</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
<td>Assists in budget development by gathering, analyzing and reporting data. Provides projections and recommendations, as requested. Monitors assigned budget lines and reports variances.</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
<td>Provides guidance and direction to student workers in the delivery of services, activities and special events. Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.</td>
</tr>
</tbody>
</table>

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

3 Years

Minimum Field of Expertise:


Preferred Field of Expertise:

Experience working with diverse languages and cultures. Familiarity with USC campus and Los Angeles area.

Skills: Administrative:

Compose letters
Gather data
Input data
Prepares official documents
Prioritize different projects
Research information
Understand and apply policies and procedures
Use database and/or word processing software
Use desktop publishing software
Verify calculations

Skills: Other:

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

- Calculator
- Computer Network (Department or School)
- Computer Network (University)
- Computer Peripheral Equipment
- Fax
- Personal Computer
- Photocopier

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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