UNIVERSITY OF SOUTHERN CALIFORNIA
Manager, International Students and Scholars
Job Code: 137043

Grade: K
OT Eligible: No
Comp Approval: 11/15/1994

JOB SUMMARY:
Oversees the operations of the Office for International Students and scholars. Represents the University in Federal and State government agencies in regards to immigration and employment-related issues pertaining to students, staff and faculty.

JOB ACCOUNTABILITIES:

<table>
<thead>
<tr>
<th>*E/M/NA</th>
<th>% TIME</th>
<th>Task Description</th>
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<tbody>
<tr>
<td>______</td>
<td>______</td>
<td>Represents the University in matters related to the U.S. Immigration and Naturalization Service, the Alien Employment Certification Branch of the U.S. Department of Labor, and related state government agencies.</td>
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<td>Interprets immigration and tax laws. Counsels foreign students and faculty on personal, social, financial, academic and immigration status matters accordingly. Refers them to University and external resources as appropriate.</td>
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<td>Advises academic departments, research units and other concerned offices in preparing documentation necessary for, and solving problems related to hiring and paying alien personnel.</td>
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<td>Directly supervises all assigned subordinate staff. Recruits, screens, hires and trains staff. Evaluates employee performance and provides guidance and feedback to assigned staff. Counsels, disciplines and/or terminates employees as required.</td>
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<td>______</td>
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<td>Coordinates and conducts periodic workshops and seminars regarding immigration and income tax issues for the USC international community. Represents USC and makes presentations in local and national conferences. Serves on Student Affairs Division and University committees concerned with international students.</td>
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<td>Develops University policies and procedures to implement government regulations.</td>
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<td>Maintains currency with immigration and tax laws. Conducts research and writes information papers and handbooks for the University international community. Revises existing materials periodically. Writes articles for local and national newsletters.</td>
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<td>Works closely with the Office of General Counsel as required in cases involving immigration issues.</td>
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<td>Compiles and analyzes data for and advises management on budget development</td>
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<td>Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of University's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.</td>
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</table>
Performs other related duties as assigned or requested. The University reserves the right to add or change duties at any time.

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

EMERGENCY RESPONSE/RECOVERY:

Essential:  

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:
- Master’s Degree
- Combined experience/education as substitute for minimum education

Minimum Experience:
- 3 Years

Minimum Field of Expertise:
- Must have an extensive working knowledge of immigration policies and procedures. Must be able to work with individuals from different cultures and nationalities.

Preferred Education:
- J.D.

Preferred Experience:
- 5 Years

Preferred Field of Expertise:
- Knowledge of a foreign language and/or overseas experience is preferred.

Skills: Other:
- Analysis
- Assessment/evaluation
- Communication — written and oral skills
- Conflict resolution
- Counseling
- Interpretation of policies/analyses/trends/etc.
- Knowledge of applicable laws/policies/principles/etc.
- Managerial Skills
- Organization
- Planning
- Problem identification and resolution
- Public speaking/presentations
- Research
- Supervisory Skills
Teaching/Training

Supervises: Level:

Supervises employees who do not supervise

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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