



## **Technical Professional – International Student Specialist - 400730**

**Start Date:** Fall Semester 2015

**Location:** Red Rocks Community College, Lakewood, Colorado

**Compensation & Benefits:** \$40,000 – 44,000/annualized. RRCC also offers a comprehensive benefits package. Details at <http://www.rrcc.edu/human-resources/benefits-information>.

**Application Close Date:** Complete application packets must be received in RRCC Human Resources by 5:00 p.m. MST on August 07, 2015.

### **Summary**

The Immigration Specialist position will serve as a member of the International Student Services department and administer the admission process and SEVIS maintenance of international students.

### **Responsibilities**

Immigration: Serves as Designated School Official approved by DHS to issue immigration documents and grant immigration benefits to student in F-1/M-1 visa status. Advises international students and their dependents and helps them maintain lawful immigration status through continuous education on immigration regulations, policies, and procedures. Reviews and determines eligibility of prospective students; grants admission and issues immigration documents necessary to obtain the F-1/M-1 visa status. Ensures institutional compliance with federal regulations by performing timely and accurate registration and reporting of all F-1/M-1 students to SEVP and other related agencies as required. Monitors academic progress of international students and reports this information to SEVP on a regular basis, using SEVIS. Assists students with explanation of, and application for, immigration processes such as change of status, OPT, CPT, economic hardship, and transfer. Meets with federal agents from ICE, USCIS, CBE, SEVP and provides student information as required. Notifies the Director of ISS&P of requests for information in a timely fashion. Notifies the Director of ISS&P when notice of detention of a student has been received. Performs routine audits on active and inactive student files through BANNER and SEVIS programs, and reports irregularities per protocol.

**Advising:** Advises students regarding all relevant immigration policies and compliance. Assists as needed with academic advising for both the ESL program and regular college classes. Identifies students of concern and makes appropriate referrals. Coordinates with other department members and across the college to assist students with maintenance of immigration status and satisfactory student progress.

**Records and Insurance:** Maintains student records as required by SEVP regulations. Scans and retrieves documents as needed to create a paperless office. Creates admissions records in BANNER, determines Colorado residency eligibility following CCCS policies, and enrolls/withdraws students in classes per ISS&P policy. Enrolls students in health/repatriation insurance, maintains insurance records including financial records of insurance. Advises students on how to obtain their insurance benefits and how to file insurance claims. Creates various reports as needed including but not limited to: sponsored students, outstanding tuition payment, student progress, and incoming student progress. Works with cashiers office and institutional research to create additional reports as required. Compiles and prints ESL student transcripts.

**Supervision:** Supervises and coordinates student workers. Prepares student worker (hourly and work-study) handbook specific to needs of ISS&P. Prepares student worker schedule to ensure reception/event coverage. Reviews and approves student worker time sheets. Meets with student workers to discuss deficiencies or necessary changes in a timely manner. Conducts a performance review with student workers each semester.

**Assisting:** Assists other departmental team members as needed by taking on student enquiries/requests when departmental members are not available.

## **Qualifications**

### **Minimum Qualifications:**

Associate's degree

Must be US citizen or US permanent resident as required by federal regulations to be a Designated School Official (DSO)

Experience with multicultural, multiethnic populations, SEVP, BANNER, Higher education.

Ability to work in a challenging detail oriented environment.

Awareness and sensitivity to cultural contexts.

Ability to diffuse highly emotionally stressed situations.

Proficiency with BANNER, Microsoft Office, and Outlook.

### **Preferred Qualifications:**

Bachelor's degree

Previous DSO certification

Second language ability

Have worked in international admissions and advising in a higher education context

Knowledge of immigration law, community college procedures, international student advising

## **To Apply**

To apply for this position the following are required: (1) A completed RRCC employment application **(Only information contained on the application will be used to determine if applicants meet minimum qualifications. Please use dates.)**, (2) A cover letter, (3) A resume or CV, (4) Unofficial transcripts (official transcripts will be required for the position finalist).

**Notice:** All areas of the employment application must be completed in full for consideration. **A resume will not be accepted in place of a completed application. A response of “see resume” will not be considered.**

### About Red Rocks Community College

Located at the foot of the Rocky Mountains in Lakewood, Colorado, Red Rocks Community College offers more than 150 programs and 650 courses leading to two-year degrees or professional certificates.

Red Rocks has campuses in Lakewood and Arvada. Courses are delivered in formats from traditional classroom to online to self-paced and weekend classes.

Since 1969, Red Rocks Community College has delivered quality education to an eclectic mix of students of all ages, incomes and backgrounds. For many of our 15,000 annual students, Red Rocks is the convenient community college just down the street. For others, a Red Rocks program or course is worth traveling halfway around the world.

Please follow this link for an application: <http://www.rrcc.edu/human-resources/jobs>. Application documents may be emailed to [hrjobs@rrcc.edu](mailto:hrjobs@rrcc.edu) or mailed directly to:

Red Rocks Community College  
13300 W. Sixth Avenue, Campus Box 17  
Lakewood, CO 80228-1255  
Phone: 303-914-6570  
FAX: 303-914-6800

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, sex/gender, sexual orientation gender identity, religion, age, national/ ethnic origin, pregnancy status, veteran's status, genetic information, physical or mental disability, or any other category protected by applicable law, in its employment practices or educational programs and activities.

RRCC has designated the Executive Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Dr. Bill Dial, Executive Director of Human Resources, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303-914-6298. [Bill.Dial@rrcc.edu](mailto:Bill.Dial@rrcc.edu)

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

Effective July 1, 2003, it is Red Rocks Community College procedure to conduct pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.

*For information regarding Red Rocks Community College security, including crime statistics for the Red Rocks Community College Lakewood and Arvada campuses, please see the Red Rocks Community College campus security website at: <http://www.rrcc.edu/police/>. For a hard copy report please contact 303.914.6498.*