



ST. FRANCIS COLLEGE

International Student Advisor and Designated School Official

About St. Francis College:

We are committed to diversity, equity, and inclusion and serve one of the most diverse student populations in New York City and the country. St. Francis College has a 160-year history of serving New York City's low-income, working class and immigrant families, and a mosaic of diverse individuals, offering our students opportunity—the opportunity to pursue a college education that is accessible and affordable and to use their hard-earned degree and experience to build careers and achieve economic mobility. Today, St. Francis College's student body is 28% Hispanic, 24% Black, and 26% White. Over 60% of students are female and 47% receive federal Pell grants. Candidates who are culturally competent and have the professional skills, experience and desire to engage with a collaborative and diverse college and community, are particularly sought after for employment with the College. To learn more about St. Francis College and our commitment to diversity, equity and inclusion, please visit us at <https://www.sfc.edu/>.

Job Summary: Reporting to the College's Manager of SFC International and Principle Designated School Official ("PDSO") the International Student Advisor and Designated School Official ("DSO"), is responsible for providing a highly welcoming and supportive presence for St. Francis College's ("SFC" or the "College") international students, while strongly supporting the College's strategic commitment to recruit, engage and serve the international student population.

This position, which is based in the College's Office of SFC International, is also responsible for ensuring that international students receive support and assistance concerning all immigration-related matters. The successful candidate must possess and maintain relevant expertise in matters of international student affairs and respond to all related inquiries, concerns and requests from the College community. Serves as a key member of the SFC International team and works creatively and closely with the team to implement comprehensive internationalization strategic priorities. Accomplishes all assigned roles and responsibilities in a highly collaborative fashion, liaising with various offices and faculty/staff College-wide, and works especially close with the College's Office of Admissions concerning student recruitment efforts.

Duties and Responsibilities:

- Serve as the College's Designated School Official ("DSO") for international student programs; ensure that required documentation is appropriately maintained and reported.
- Liaise with all Federal, State and Local government agencies concerning international student matters; develop working relationships with immigration officials and other stakeholders to further the College's goals and objectives.
- Responsible for the management and supervision of the Student and Exchange Visitor Information System ("SEVIS") data collection and tracking system; ensure that the system is current and accurate; respond to requests for information or assistance as requested.
- Collaborate with the College community in providing support and assistance to all international students.
- Collaborate with the Office of Student Affairs to efficiently on-board international students and prepare them for orientation into the College.
- Develop and implement educational workshops, lectures, social opportunities and informative materials for international students and their families

- Provide cultural awareness and engaging opportunities for the entire campus community concerning international students; organize an international student orientation and transition program in collaboration with SFC International staff
- In collaboration with other College departments (such as Academic Affairs, Student Affairs, Athletics and Residence Life), ensure that international students are involved and included in campus-wide programming; Serve as an advisor to the College's International Student Organization.
- Meet face-to-face or virtually with International Students on a regular basis and provide guidance and advice regarding their F-1 status, work eligibility, Optional Practical Training ("OPT"), travel documentation processes and all related matters.
- Possess and maintain an understanding of current trends in international student affairs and current immigration policies, issues and procedures; with PDSO, ensure that the College's senior leadership and all other relevant College personnel are updated concerning matters relating to international students.
- Assist the College's Enrollment Management area with the International student recruiting process and provide pre-arrival assistance as requested.
- Maintain data and generate reports on a regular basis to support the activities of SFC International.
- Participate in campus-wide programs and events and serve on committees as requested.
- Represent the College on-and off-campus for meetings or community programs concerning international students.
- Perform all other duties as assigned.

Required Qualifications:

- Bachelor's degree.
- A minimum of two (2) years of relevant experience.
- Knowledge of the SEVIS documentation and reporting system.
- As required by the United States Department of Homeland Security, must be a citizen or a lawful permanent resident of the United States to serve as a DSO.
- Proficiency in Microsoft Word, PowerPoint, Excel and in the use of Zoom technology.
- Must be willing and available to be contacted during off hours; must be available to work on nights or weekends as may be requested.
- Ability to manage sensitive and challenging issues and maintain confidentiality.
- Communication skills and cross-cultural abilities to maximize effectiveness with diverse groups of students, colleagues and community members.
- Commitment to diversity, equity, and inclusion in the workplace, and efforts to embed it into the St. Francis College culture.
- Ability to interact collaboratively and professionally with diverse groups and constituencies throughout the College.
- Culturally sensitive with an understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.
- Strong commitment to the College's mission and to its students, faculty and staff.

Preferred Qualifications:

- Master's degree in Higher Education Administration, Education, International Affairs, Counseling or other related field.
- Bilingual in English, Spanish or other languages.
- Proficiency in Sales Force.

St. Francis College is committed to providing opportunities to all persons without regard to sex, race, creed, color, religion, national origin, citizenship status, age, disability, marital status, gender identity or expression, predisposing genetic characteristics, status as a victim of domestic violence, sexual orientation, status as a Vietnam-era or special disabled veteran, or any other characteristic protected by law in its education programs and activities or employment. The College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to equity and to increasing the diversity of our faculty, staff, students, and the curriculum. Applications by members of all underrepresented groups are encouraged.

Interested applicants can apply by [clicking here](#).