Position Title: INTERNATIONAL STUDENT LIAISON (Student Services Professional II)

Recruitment #: #2136

Full/Part-Time: Full-Time

Employment Type: Permanent

Bargaining Unit: R04

Salary: $3,858 - $5,485 per month

Department: Enrollment Management

Available: Immediately

Special Conditions: Background/ Fingerprint

Sensitive Position: Yes

Posted: March 17, 2017

Closing Date: March 31, 2017

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

APPLICATION PACKET REQUIREMENTS
This position requires (including those on campus) submission of:
• A standard CSU, Bakersfield job application (download at: http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html)
• Names of three professional references
• Copy of degree/transcripts/typing certificate, if required
• Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

DUTIES: Works as liaison with other University Student Services Offices (including Admissions & Records and Student Financial Services) to get international students admitted to the University, tested (for English & Math remediation to meet EO665 requirements) and advised, (for proper course selection and to obtain government scholarship letter/academic plans). Evaluate admissions materials (including transfer coursework) that are required to determine eligibility for admission. Ability to review international transcripts that have been evaluated by evaluation company. Keep in contact (phone and email) with prospective and newly admitted students to assess their desire to attend CSUB. Serve as a Designated School Official to assist international students on issues relevant to Student & Exchange Visitor Information System (SEVIS): issuance of i20s, registering students each term with SEVIS, issuance of Curricular Practical Training and Optional Practical Training documents, and transferring i20s. Creates and maintains databases to review student records each term to make sure health insurance, full-time status, and contact information are current. Draft letters for international students to obtain social security cards, driver’s license, and attend other institutions during the summer (concurrent enrollment). Assist students who are in different Visa classifications than F and J Visas (including change of status).

California State University, Bakersfield is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
REQUIRED QUALIFICATIONS: Equivalent to a Bachelor's degree from a four-year college or university in one of the behavioral sciences, public or business administration or a related field and two years of professional experience in one of the Student Services program areas or related field and experience in advising international students with respect to SEVIS and international admissions criteria (preferably one year).

Master's degree in a job related field may be substituted for one year of professional experience. General knowledge of the principles and trends of the Student Services field as well as, knowledge of advising and academic policies and procedures. Excellent ability to interpret and apply policies and procedures independently and use sound judgment and discretion to act when precedents do not exist.

PREFERRED QUALIFICATIONS: One-year of experience advising students with respect to SEVIS and international admission criteria. Experience working in a higher educational setting; knowledge of transcript evaluation; making independent judgements and interprets complex situations. Demonstrated outstanding verbal and written communication skills and string interpersonal skills. Demonstrated ability to work tactfully with a variety of individuals with diverse backgrounds and perspectives.

SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

GENERAL INFORMATION: It is the policy of California State University; Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “Job Status” icon link. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.