

Job Description

Job Title:

SSA2/International Student Adviser (4574U) #22964

Job ID:

22964

Location:

Main Campus-Berkeley

Full/Part Time:

Full-Time

Department

Regular/Temporary:

Regular

Berkeley
International Office

[Return to
Previous
Page](#)

About Berkeley

The University of California, Berkeley, is one of the world's most iconic teaching and research institutions. Since 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world. Berkeley's culture of openness, freedom and acceptance—academic and artistic, political and cultural—make it a very special place for students, faculty and staff.

Berkeley is committed to hiring and developing staff who want to work in a high performing culture that supports the outstanding work of our faculty and students. In deciding whether to apply for a staff position at Berkeley, candidates are strongly encouraged to consider the alignment of the Berkeley Workplace Culture with their potential for success at <http://jobs.berkeley.edu/why-berkeley.html>.

Application Review Date

The First Review Date for this job is: March 28, 2017.

Departmental Overview

The Berkeley International Office functions to ensure that all visiting international students and scholars have successful academic and personal experiences during their stay at UC-Berkeley. We provide advising on matters related to a wide array of federal regulations, academic procedures, personal adjustment, and career development. We also support a wide array of academic units through visa processing for students, scholars, staff, and faculty.

Responsibilities

We are looking for a professional, highly energetic person with interest/related experience in the field. Under the general supervision of the International Student Advisor/Customer Relations Supervisor, this position has responsibility for and assisting with federally mandated compliance requirements related to the Student and Exchange Visitor Information System (SEVIS) including production of visa documents for all new degree seeking students, EAP students and summer session students. The incumbent will be providing triage advising to international students, planning and organizing workshops and social events, engaging in outreach activities to support international student life, and serving as a resource for the campus regarding international students on F and J status.

- Advise international students and campus staff about procedures, policies and regulations related to all types of nonimmigrant status that can be used by international students at the University
- Serves as a Designated School Official (DSO) and an Alternate Responsible Officer (ARO) to federal programs governing the support of international students. Analyze and interpret data for production of visa documents for students as needed. Provide support for student state and federal compliance.
- Conducts orientation sessions for summer session and new international students.
- Advises international students on a variety of matters related to their stay at UC-Berkeley. Coordinates and implements events that support the educational, cultural and social needs of the students.
- Advises students on employment preparation, timelines and regulatory requirements. Organizes and presents workshops related to employment. Refers students to campus Career Center and other resources on campus.
- Participates in the processing, evaluation, and awarding of student fellowships, grants, and other awards; advises students on financial aid options. Assess students and scholars' financial ability to sustain their academic objectives.
- Provides advice and assistance to students on academic and degree progress towards completion of study; alternative academic options, resolve scheduling conflicts, and similar issues in relation to federal regulatory requirements.
- Serve as a liaison with other campus units on specific projects and initiatives
- Serve on campus and departmental committees as needed.
- Assume other duties as assigned.

Required Qualifications

- Bachelor degree or equivalent experience
- Basic knowledge of immigration-related laws, and Department of Homeland Security, Department of State regulations and procedures.
- Must meet regulatory eligibility to be a DSO/ARO.
- Strong computer skills.
- Ability to use discretion and maintain all confidentiality.
- Strong analytical/problem-solving and organizational skills.
- Cross-cultural communication and interpersonal skills.
- Ability to multi-task with demanding timeframes.
- Experience working with international clients

Preferred Qualifications

- Master degree in related field strongly desired.
- Experience working with International Student and Scholar Management(ISSM/FSA)
- Experience interacting with SEVIS.

Salary & Benefits

Hourly Salary Range: \$19.25 - \$26.34

For information on the comprehensive benefits package offered by the University visit:

<http://ucnet.universityofcalifornia.edu/compensation-and-benefits/index.html>

How to Apply

Please submit your cover letter and resume as a single attachment when applying.

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see:

http://www.eeoc.gov/employers/upload/poster_screen_reader_optimized.pdf

For the complete University of California nondiscrimination and affirmative action policy see:

<http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>