Job Description: International Academic Advisor

The advisor shall be appointed by the Board of Trustees upon the recommendation of the President. The salary and terms of employment shall be fixed by the Board of Trustees upon the recommendation of the President. This position shall report to the Director of the MACC-Columbia Higher Education Center and the Dean of Off Campus Programs and Instructional Technology.

Qualifications:
This position requires excellent verbal, written, and interpersonal communication skills, organizational skills, the ability to multi-task and work under pressure, eagerness to learn as well as the capability to work effectively with individuals from varied cultural, religious, national, ethnic and linguistic backgrounds. A Bachelor’s degree is required (a degree in international studies or related field is preferred). This position will be primarily 8:00 a.m. – 5:00 p.m. Monday through Friday, with flexibility to adjust hours as needed. Some weekend work may be required during the start of each semester.

Description:
This position will primarily provide academic advising and support for international and foreign born students on matters related to immigration and visa regulations, and acclimation to the college and community environments. This is a full-time, salaried, exempt position covered by the Public School Retirement System of Missouri. (PSRS).

The International Academic Advisor shall:

1. Be responsible for the academic advisement of new and returning international and foreign born students as well as the domestic population when needed;
2. Be aware of the College’s compliance with U.S. Citizenship & Immigration Services (USCIS), regulations and policies in coordination with the Dean of Student Services;
3. Stay abreast of federal regulations for international and foreign born students by attending trainings and taking advantage of new learning opportunities;
4. Follow and communicate related policies and procedures to students, faculty and staff;
5. Coordinate support services for international and foreign born students, including health, immigration, and financial matters;
6. Assist with the data entry of student information into the institutional computer system;
7. Collect and disseminate information to students;
8. Assist in transfer planning for all international and foreign born students;
9. Attend college fairs and recruiting events;
10. Perform other duties as requested/assigned.