

International Student Advisor Worcester Polytechnic Institute

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Posted Jun. 7, 2024, set to expire Jul. 3, 2024

Job Title	International Student Advisor
Department	Student Affairs Division
Institution	Worcester Polytechnic Institute Worcester, Massachusetts
Date Posted	Jun. 7, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Student Services
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Job Description

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JOB TITLE

International Student Advisor

LOCATION

Worcester

DEPARTMENT NAME

Student Affairs Division

DIVISION NAME

Worcester Polytechnic Institute - WPI

JOB DESCRIPTION SUMMARY

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The International Student Advisor works as part of the International Student and Scholar team to provide international student services including student immigration advising, institutional compliance requirements for DHS/SEVIS, as well as other support for the WPI international community. They serve as liaison to various stakeholder departments at WPI and to the federal government as a Designated School Official (DSO). They ensure that all activities and decisions are conducted in accordance with federal regulations and University policy. Applicants must have U.S. citizenship or permanent resident status to serve in the roles of DSO, per Department of Homeland Security and Department of State regulations.

WPI is passionate about creating an inclusive workplace that promotes and values diversity. We are looking for candidates who can support our commitment to equity, diversity, and inclusion.

The salary range for this position is \$49,500 - \$52,000, depending on experience.

JOB DESCRIPTION

Responsibilities:

- Manage international students' data, ensuring that information in Workday, ISSM, and Terra Dotta are updated in a timely manner. Responsible for monitoring SEVIS alerts and taking corrective action or reporting issues to the director.
- Serve as an advisor to both WPI's undergraduate and graduate international student populations. Provide immigration advice to international F-1 students, such as travel signatures, issuing of updated and new/initial I-20 forms, Curricular Practical Training (CPT), Optional Practical Training (OPT), OPT STEM extensions, reduced course load forms, etc. Conduct the mandated SEVIS registration at the start of each semester.
- Advise and counsel international students on a wide range of issues including, but not limited to, cross-cultural, financial, and personal matters. Facilitate and work with other offices such as Undergraduate Admissions; Academic Advising; Office of Diversity, Inclusion, and Multicultural Education; Student Activities; Health Services; Student Development and Counseling; Center for Wellness; and the Career Development Center on personal, cultural, and professional programming.
- Advise and counsel international students on a wide range of issues including, but not limited to, cross-cultural, financial, and personal matters. Facilitate and work with other offices such as Undergraduate Admissions; Academic Advising; Office of Diversity, Inclusion, and Multicultural Education; Student Activities; Health Services; Student Development and Counseling; Center for Wellness; and the Career Development Center on personal, cultural, and professional programming.

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- Participate in Division of Student Affairs activities. Serve on division or campus wide committees as appropriate. Serve as a member of the Administrator-On-Call group as coordinated through the Dean of Students Office.
- Remain abreast of international student issues and concerns and changing government regulations
- Perform other duties as necessary.

Requirements:

- Bachelor's degree in international relations/international education or related area required.
- Master's degree preferred.
- Basic knowledge of immigration regulations and a working knowledge of SEVIS is expected upon completion of appropriate training.
- Proficiency with technology is required with fluency in departmental immigration software programs (e.g. SEVIS, ISSM, Terra Dotta) and Zoom/Teams expected upon completion of appropriate training.
- Knowledge of a foreign language and international experience is preferred
- Demonstrated experience working in and fostering a diverse and inclusive workplace, and a strong commitment to DEI required.
- Knowledge of current research and issues in international education is preferred.
- **Must be a US citizen or permanent resident to serve as a DSO in the SEVIS system.**

Please include a cover letter with resume for consideration.

FLSA STATUS

United States of America (Exempt)

WPI is an Equal Opportunity Employer that actively seeks to increase the diversity of its workplace. All qualified candidates will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability. It seeks individuals with diverse backgrounds and experiences who will contribute to a culture of creativity, collaboration, inclusion, problem solving, innovation, high performance, and change making. It is committed to maintaining a campus environment free of harassment and discrimination.

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To apply, visit: https://wpi.wd5.myworkdayjobs.com/en-US/WPI_External_Career_Site/job/Worcester/International-Student-Advisor_R0002825

About WPI

WPI is a vibrant, active, and diverse community of extraordinary students, world-renowned faculty, and state of the art research facilities. At WPI, we have competitive and comprehensive benefits, including health insurance, long-term care, retirement, tuition assistance, flexible spending accounts, work-life balance and much more.

Diversity & Inclusion at WPI

WPI is committed to creating an inclusive workplace where everyone feels valued and respected; a place where every student, faculty and staff member can be themselves, so that they can study, live, and work comfortably, to reach their full potential, and make meaningful contributions in order to meet departmental and institutional goals. WPI thrives on innovative practice and welcomes diverse perspectives, insight, and people from diverse lived experiences, to enhance the community environment and propel the institution to the next level in a competitive, global marketplace.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Worcester Polytechnic Institute

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