

## International Student and Scholar Advisor Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=257060>

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Posted May 16, 2025, set to expire Dec. 31, 2025

<b>Job Title</b>	International Student and Scholar Advisor
<b>Department</b>	The International Center
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	May 16, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Student Services Counseling Services
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/21898?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/21898?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Overview

The International Center supports all Tufts' 3000+ international students, scholars, and employees. The International Center provides immigration advising and visa document services aimed at keeping the university and students, scholars, employees, and dependents in compliance with U.S. visa regulation. The department also provides individual advising and mentorship to meet individuals' immigration, academic, personal, and other needs while also providing cross-cultural programs and campuses advocacy directed at reinforcing and strengthening Tufts' commitment to international engagement, global awareness, inclusion, and cross-cultural understanding.

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### What You'll Do

Under supervision and under the DHS/DOS titles of Designated School Official (DSO) and Alternate Responsible Officer (ARO), the International Student and Scholar Advisor is responsible for immigration administration and advising for individual international students and scholars on F-1 and J-1 visas related to visas, visa-related benefits, travel, and maintaining legal status in the United States. Responsible for issuance of immigration documents and, in collaboration with I-Center team, ensuring compliance with government sponsorship and visa regulations. Aside from core compliance responsibilities, responsible for advising and programming (including orientation program, workshops, and events as assigned) to support cultural adjustment and student and scholar engagement.

### Essential Functions:

- Responsible for intake and issuance of visa documents (I-20 & DS-2019) for incoming international students? and scholars and for tracking and processing documents for arrival, delays and deferrals in assigned school or area.
- Advises and counsels undergraduate and graduate students in F-1 & J-1 status, providing appropriate immigration advice (travel, work authorization and visa benefits, visa renewal, etc.) throughout the year.
- Advises Tufts international alumni on sponsored visas for post-graduation benefits including Optional Practical Training (OPT), ?STEM ?OPT?, J-1 Academic Training, ??,? and other visa issues, ensuring ?status ??compliance and proper reporting.
- Tracks and updates data in various systems (including DHS Student & Exchange Visitor Information System), to ensure compliance with regulatory requirements. Compiles relevant data and statistics for assigned population and provides to reports and insights to senior management.
- Provides expertise, consultation and advice to department staff, faculty, deans, admission offices and academic advisors for assigned population on issues related to academic success and legal status of international students? and scholars.
- Designs and facilitates assigned programs and workshops related to U.S. work options, immigration, intercultural and/or practical skills. Responsible for facilitating semi-annual orientation program and co-creating events to facilitate student and scholar engagement and inclusion. Serves as a liaison to schools and assigned populations for varied intercultural programming offered by the Center and collaborators.

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- Responsible for updating communications, reviewing forms, letters, Center handouts and website and making edits to ensure undergraduates and graduates have accurate, timely information.
- Participates in Advisors meetings and, in collaboration with other Center staff, consults with colleagues locally and nationally, and researchers and references laws and manuals on issues related to the legal status of international students, faculty and scholars.

### What We're Looking For

#### Basic Requirements:

Knowledge and experience as typically acquired by:

- Master's Degree in related field (or Bachelor's Degree or equivalent plus 1-2 years of related experience)
- Proficiency in F-1 and J-1 regulations and generalized understanding of immigration law
- Demonstrated computer skills including proficiency in Microsoft Office, ? Zoom, ? immigration system applications such as SEVIS, Sunapsis, Terra Dotta ISSM, Scholar Module?, or other batching software
- Excellent verbal and written communication skills
- Experience working effectively with culturally diverse populations
- Strong attention to detail and organizational skills
- Demonstrated analytical and problem-solving skills
- Ability to manage multiple tasks and project assignments simultaneously and remain flexible to adapt to changing Center priorities and ever-shifting governmental landscape
- **US citizenship or permanent residence as required to serve as F-1 Designated School Official (DSO) and J-1 Alternate Responsible Officer (ARO)**

#### Preferred Qualifications:

- Prior international living or work experience
- Prior experience working in higher education settings, especially in as student services or student advising capacity
- Fluency or working proficiency in non-English language

#### Working Conditions:

- This is a Hybrid role.

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- Occasional evening and weekend work as needed for programming.
- Travel as needed for professional conferences and trainings.

**Pay Range**

Minimum \$53,400.00, Midpoint \$66,750.00, Maximum \$80,100.00

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.

**Contact Information**

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

**Contact**

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