



Office and SEVIS Coordinator

Review (Revised): October 4, 2017

(Job #17-86) Administrative Support Coordinator II, Office and SEVIS Coordinator, \$3,115-5,161/month.

Appointments are typically made at the beginning of the salary range. This is a full-time, benefitted, non-exempt position with a one-year probationary period in the Center for International Programs.

Position Summary: Under the general direction of the Director of the Center for International Programs, the Office and SEVIS Coordinator facilitates all administrative support within the Center for International Programs (CIP) and immigration regulation processing for students, faculty, and international admissions. This position also provides lead oversight to the reception front desk student assistants within CIP, including providing training related to clerical tasks, customer service, safety and crisis response.

Description

- Facilitates administrative support within the Center for International Programs: Evaluates finances and develops CIP annual budget projection; develops and reconciles summer program and special program contract budgets; processes project/contract templates, uploads for review and recommends updates/corrections when necessary; is assigned as a CIP timekeeper for employee time-sheet review; prepares invoices and travel reimbursements (foreign and domestic) for processing; coordinates office purchasing, work-orders, and safety concerns; and is CIP building coordinator;
- Provides lead oversight to CIP student assistants, including contract/timesheet management, training (including HSU policy requirements), scheduling and evaluations;
- Ensures compliance with applicable HSU and CSU administrative programs, policies, and guidelines. Evaluates the department's operational and procedural practices and makes recommendations to management on changes where appropriate or necessary;
- Reviews and analyzes special reports and provides feedback to management;
- Analyzes CIP budget, makes recommendations to Director of CIP on spending patterns and savings options; and provides OBI budget expense/revenue reports for evaluation in Recruitment/Marketing, Education Abroad, Programming and general CIP office finances.

DSO (Designated School Official) / ARO (Alternative Responsible Officer)

- Processes H1B and J exchange applications for HSU international faculty and staff appointments, including coordinating with sponsoring department and prospective employee on process/application requirements and immigration processes;
- Uses the SEVIS system in conjunction with PeopleSoft to generate I-20s and DS 2019s for admitted students and exchange faculty;
- In coordination with HSU Registrar, build process for SEVIS immigration record processing and reporting via Peoplesoft batching;
- Processes admission application materials, evaluates finances and other required documents for F-1 and J-1 students/faculty focusing on short-term non-degree seeking Study California students, Exchange students, and IELI students;
- Complies with SEVP/SEVIS database record reporting requirements, per immigration regulations, for all students, faculty and exchange visitors.

OPT/CPT/ITIN

- Processes Optical Practical training, Curricular Practical Training (OPT/CPT), OPT STEM extensions and IRS ITIN W7 tax form certifications, in compliance with immigration and IRS requirements. This to include training/educating students on immigration reporting requirements, form processing, designated school official (DSO) certification, and W7 filing requirements.
- Facilitates regular international student OPT/CPT/STEM workshops, and provides necessary workshops for students requiring ITIN W7 certification.

Minimum qualifications: Completion of high school or technical/vocational program, or their equivalents combined with three years of related office work experience.

Preferred Qualifications: AS degree in computer application, plus minimum 5 years of working experience in an international program office at a four- or two-year institution. Previous DSO experience. Working knowledge of SEVIS, Ellucian software, Access Databases, and PeopleSoft in addition to experience working with international students and individuals from various cultural backgrounds. Demonstrated experience working effectively with a diverse population. Demonstrated commitment and/or experience promoting and fostering a working (or learning) environment that is supportive of individuals from diverse backgrounds.

Knowledge, Skills and Abilities:

- Fully functional knowledge of and skill in standard office procedures and practices, as well as an ability to understand and operate in a variety of organizational structures.
- Ability to use and quickly learn new office support technology systems and software packages.
- Experience to be fully functional in all technical aspects of work assignments.
- Thorough, detailed knowledge of applicable university infrastructure, policies, and procedures.
- Thorough knowledge of English grammar, punctuation, and spelling.
- Ability to clearly communicate orally and in writing.
- Thorough knowledge of office systems and ability to use a broader range of technology, systems, and packages.
- Ability to independently handle multiple work unit priorities and projects.
- Ability to apply independently a wide variety of policies and procedures where specific guidelines may not exist.
- Working knowledge of budget policies and procedures.
- Ability to perform standard business math, such as calculate ratios and percentages, track financial data, and make simple projections.
- Ability to draft and compose correspondence and standard reports.
- Ability to handle effectively a broader range of interpersonal contacts, including those at a higher level and those sensitive in nature.
- Ability to communicate effectively with a diverse population.
- Ability to establish and maintain working relationships with staff, students, and faculty from diverse backgrounds.
- Demonstrated sensitivity to cross-cultural perspectives and experiences.
- Demonstrated knowledge and familiarity addressing issues of concern facing students from diverse backgrounds in higher education.



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.

Application Procedure: Please note that Humboldt State University now requires application materials to be submitted electronically. If assistance is needed, the Human Resources and Academic Personnel Services office (located in Siemens Hall room 212) has a computer station available and our front office team would be happy to assist you. Qualified applicants should submit electronically the following materials:

- Letter of Interest;
- [HSU Employment Application](#);
- Resume or Curriculum Vitae;
- Contact information for at least three professional references

Submission of the application materials should be sent as email attachments to careers@humboldt.edu.

Please include your last name and the job # (17-86) in the subject line of the email.

Application Deadline: This position is open until filled. The (revised) first review of applications will be Wednesday, October 4th, 2017.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education—or activities only part of which are qualifying—will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.

Class Code: 1035

Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. A background check (including a criminal records check, employment verification, and education verification) must be completed satisfactorily before any candidate can be offered a position with the CSU. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. Adverse findings from a background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

Publication Date: September 20, 2017

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.



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