



Human Resources

POSITION ANNOUNCEMENT

INTERNATIONAL STUDENT ADVISOR
(INTERNATIONAL PROGRAMS-INTERNAL CANDIDATES ONLY)

SALARY RANGE: \$25,545.00 per year

BENEFITS: Full benefits package includes sick leave, paid vacation, and 11 paid holidays per year; plus a generous medical, dental, life and disability insurance package for employees and dependents. The TIAA-CREF retirement program, deferred compensation, flexible spending account, and optional supplemental retirement accounts are available, as is the statewide tuition waiver program.

SCHEDULE: 12 month, permanent exempt position, 25 hours per week, Mon-Fri.

DEADLINE FOR APPLICATION: Preliminary screening will begin July 7, 2009. To ensure full review of your application, all materials should be received by **5:00pm July 6, 2009**.

DESCRIPTION:

The International Student Advisor position reports directly to the Director of International Student Programs. This part-time exempt position works as part of the International Student Programs team to provide advising and intake services for international students and assists the Director and Assistant Director with student advising, SEVIS issues, and interpretation of immigration rules. Some international travel may be required. The International Student Advisor also may be asked to team-teach a quarter-long orientation program and make presentations on specific topics to students, faculty, and community members as needed. The position requires professionalism, organization and the ability to multi-task. The International Student Advisor must be comfortable and effective working in a multi-cultural, multi-ethnic, multi-lingual environment and be committed to delivering exceptional customer service.

DUTIES:

- Serves as a primary SEVIS and immigration specialist who activates and tracks student visa compliance.
- Works closely with the Director of International Programs, Director of International Student Programs, and other ISP staff to develop effective student tracking tools
- Provides advice and assistance to international students concerning immigration rules, initial academic advising, cultural adjustment issues, health care concerns, Highline programming, and university transfer considerations
- Assists with International Student Program activities, workshops, and seminars as needed
- Co-teaches the quarter-long orientation seminar each quarter
- Remains current on immigration regulations and changes in government policy as they concern international students
- Works with other campus departments as needed to ensure that students receive services in an integrated manner
- Assists the Director of International Student Programs to recruit international students and develops and maintains relationships with overseas institutions and agents as needed.
- Performs related duties as assigned

MINIMUM QUALIFICATIONS AND COMPETENCIES:

- Bachelor's Degree in a related field

- Four years of experience in advising international students in a higher education setting
- Knowledge of F-1 visa regulations and requirements and familiarity with the SEVIS system
- Proficiency with Microsoft Office software
- Excellent written, oral and cross-cultural communication skills
- Ability to adapt to working hours that will include some evenings and weekends
- Ability to work effectively with people of various ethnic, cultural, educational, and socio-economic backgrounds
- Team player who enjoys working with students
- A commitment to customer service

PREFERRED QUALIFICATIONS AND COMPETENCIES:

- Master's Degree in a related field.
- Experience working in and understanding of the community college system
- Familiarity with a student management system such as SMS
- J-1 visa regulations and requirements
- Experience living or working outside the United States
- Competence in a language in addition to English (Korean preferred)

APPLICATION PROCEDURE

Preliminary screening will begin **July 07, 2009** The official Highline application is available on the Highline Community College website: <http://www.highline.edu/admin/hr/job> . Application materials may be emailed to jobs@highline.edu, faxed to: (206) 870-3773 or mailed. Should you decide to e-mail or fax your materials to us, you must also submit original documents by mail to:

**Human Resources
Highline Community College
PO Box 98000, M/S 99-200
Des Moines, Washington 98198**

Please submit the following materials as a complete package:

- A letter of application that addresses your qualifications as they relate to the skills, abilities and qualifications set forth in this announcement;
- Official Highline Community College application form, <http://www.highline.edu/admin/hr/job> ;
- Current résumé;
- References - names, addresses and phone numbers of at least three individuals who are familiar with your qualifications as they relate to this position, one of whom must be a recent supervisor; and
- A one page response to the following:

Please describe your commitment to diversity and how diversity contributes to multicultural understanding and appreciation. How have you contributed to a diverse learning community, and what insights have you gained as a result of personal and/or professional experience?

To learn more about Highline Community College, its mission, culture and classes, visit www.highline.edu.

All materials submitted become the property of Highline Community College and cannot be returned. Personal copies need to be made prior to submitting application materials to the Human Resources Department. The Human Resources Office does not provide copying services. Any corrections, modifications, or changes relating to this positions announcement will be posted online at www.highline.edu/jobs and in the Human Resources Office, Building 99, Highline Community College.

THE COLLEGE:

The College, established in 1961, is nationally and internationally recognized as a premier community college. This reputation has been earned through the development of an institutional culture that values innovation, globalization of curriculum, and community participation. Highline is one of 34 community and technical colleges in Washington.

The main campus is perched on a hill overlooking beautiful Puget Sound and the Olympic Mountains, and is located on an 80-acre wooded site in the Pacific Northwest, 20 minutes south of downtown Seattle. With more than 10,000 students and 300,000 alumni, Highline is one of the state's largest institutions of higher education and the oldest community college in King County. Faculty and Staff number more than 1,200, including approximately 140 full times faculty and 350 part-time instructors. For more information about Highline Community College, its mission, programs, degrees, pre-college, basic education and other training programs, please visit our web-site at www.highline.edu.

HIGHLINE COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER AND EDUCATOR AND OPERATES UNDER AN AFFIRMATIVE ACTION PLAN. THE COLLEGE STRONGLY ENCOURAGES QUALIFIED MEN AND WOMEN OF ALL RACES, RELIGIONS, AND ANCESTRY; DISABLED AND VIETNAM ERA VETERANS; AND PERSONS OF DISABILITY TO APPLY. APPLICANTS WITH DISABILITIES WHO REQUIRE ASSISTANCE WITH THE RECRUITMENT PROCESS WILL BE ACCOMMODATED TO THE EXTENT REASONABLY POSSIBLE. TO REQUEST ACCOMMODATIONS CALL (206) 878-3710 EXTENSION 3220 OR TTD FOR THE HEARING IMPAIRED AT (206) 870-4853.

If hired, you will be requested to provide proof that you are either 1) a U.S. citizen, or 2) an immigrant whose status permits you to lawfully work in this country.