

## Sam Houston State University Human Resources

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### Staff Classification Description – Assistant Academic Advisor - International Student & Scholar Advisor

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**Skill Category:** Tech/Para-Professional  
**Position (Employee) Class:** 4N098 (N1)  
**Grade:** 12  
**Date:** 08/2016

**Department:** Office of International Programs

**Educational & Experience Requirement:** Bachelor's in Business Administration, Public Administration, Social Science, Education, or related field. One year previous experience working with domestic or international academic programs and/or immigration advisory activities or related experience in international education, international travel and with the Bureau of Citizenship and Immigration Services (BCIS), or related experience required. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Advises international students, scholars, and foreign national faculty members on issues related to visa status, as well as academic support needs. Coordinates international student orientations, seminars, and workshops.

**Supervision Given & Received:** Works under minimum supervision from the Director of the Office of International Programs (OIP) and may supervise student employees and other support personnel as assigned.

**Primary Responsibilities:** Advises international students on academic support, social, and immigration (F-1) issues. Processes required documents related to F-1 rules and regulations. Advises international exchange students and scholars who are coming to the U.S. with a J-1 visa. Prepares and processes documents required to obtain J-1 visas under the guidance of the Director of OIP. Advises faculty employees who are foreign nationals and seek H1B work visa status. Prepares and processes the documents related to H1B petitions under the guidance of the Director of OIP. Coordinates extra-curricular activities such as international student orientations, seminars, and workshops. Performs other related duties as assigned.

**Other Specifications:** Establishes contacts with other university departments, personnel, and outside agencies and individuals as required. Interprets University policies governing area of responsibility. This position may be designated as a Campus Security Authority (CSA).

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

**Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.**

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**