

# Ohlone Community College District



## Special Programs Assistant

Time Base, 12 Months/Year

Range 42

### **POSITION**

Coordinates the issuance and processing of forms and information related to new international students and their dependents. Coordinate SEVIS database management and reporting requirements to the U.S. Department of Homeland Security. Assist students with applications to United States Citizenship and Immigration Services (USCIS) for immigration-related benefits. Serve as Designated School Official (DSO) and perform Student and Exchange Visitor Information System (SEVIS) data entry.

### **EXAMPLE OF DUTIES & RESPONSIBILITIES**

- Issue Initial Immigration, Transfer and travel, terminations and completions of Form I-20s;
- Monitors attendance Deferrals and Program Extensions;
- Provides assistance to students applying for Curricular Practical Training (CPT) and Optional Practical Training (OPT);
- Coordinates SEVIS Registration of students each term and SEVIS Alerts;
- Collects and processes data and documents from new and continuing students;
- Monitors and reviews Student Reduced Courseloads (RCL), Student Transfers-Out, and changes of Visa Status;
- Reviews Off-campus work authorization due to Economic Hardship;
- Provide information *to* international students on SEVIS regulatory and related immigration issues;
- Run SEVIS reports and communicate international student data to on and off-campus stakeholders ;
- Assist in processing of new and transfer student applications, inclusive of:
  - Data entry of application data into Datatel
  - Collection of financial and immigration related documents and data from new applicants and continuing students
  - Communicate application status updates to applicants and their relatives
  - Mailing and distribution of acceptance materials to newly admitted students
- Oversee student enrollment in group health insurance plan, and assess eligibility for exemptions on case-by-case bases ;
- Advise applicants regarding the F-1 Student Visa application process;
- Plan and conduct new international student orientations ;
- Assist students with WebAdvisor access and course registrations;
- Answer and return phone calls to International Programs and Services office;
- Answer and respond to e-mails to International Programs and Services office;
- Oversee procurement of office supplies ;
- Assist in coordination of budget expenditures, and payment of invoices, facilitate budget transfers, and process Purchasing Card reconciliations;
- Communicate with overseas student referral agencies and related organizations;
- Assist in coordination of budget expenditures and payment of invoices;

- Oversee mailings of promotional materials in response to inquiries from prospective applicants and agency partners.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge:**

- Word processing software;
- English usage, thorough knowledge of English grammar, spelling, grammar, and punctuation, vocabulary and composition;
- Principles and procedures of record keeping;
- Basic principles and techniques used in public relations and interpersonal relationships;
- Modern office procedures, methods, and equipment including computer equipment;
- Principles of business letter writing;
- Word processing methods, techniques, and programs.

### **Skills:**

- Communicate in English effectively orally and in writing with both native & non-native English speakers;
- Pay close attention to detail;
- Basic computer skills using Microsoft Office suite, including Access or similar database data entry and spreadsheet software.

### **Abilities:**

- Work collaboratively and effectively with colleagues in other departments
- Train and supervise Student Assistants
- Operate a computer, copiers and related software or other office equipment
- Meet deadlines and adhere to timelines
- Plan and organize work
- Learn, interpret, and apply pertinent Federal, State, and local laws, codes, and regulations including administrative and departmental policies and procedures;
- Perform secretarial and routine administrative work;
- Understand the organization and operation of office and the college as necessary to assume assigned responsibilities;
- Prepare correspondence and memoranda; communicate clearly and concisely, both orally and in writing;
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work;
- Use computers to write reports and correspondence, to prepare flyers, and maintain event calendars;
- Collect research information for the Center and its constituents, and make appropriate referrals;
- Work independently;
- Be sensitive to and understand the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college personnel and students and the communities served by the College.
- Maintain current and up-to-date knowledge of applicable federal and state laws.

**EXPERIENCE AND EDUCATION GUIDELINES:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Education: Graduation from a four-year college or university  
or
- Experience: Three years of experience in office management , or equivalent work experience serving and/or otherwise working with students.