

Job Title: *Director for International Programs, The University of Texas at El Paso*

Date Available: Immediately

Location: El Paso, Texas

Reports To: Assistant Vice President and Associate Dean of Students

Purpose of position: Provides comprehensive programs and services addressing the needs of over 4,000 international students and scholars, international faculty and visitors.

Essential functions: Assists international students in meeting their educational needs at the university, including compliance with immigration regulations, adjusting to the U.S. culture and supporting their academic success. Serves as the PDSO, Principal Designated School Official, administering the department of Homeland Security (DOH) F-1 Visa Program. Serves as RO, Responsible Officer, administering the department of State's (DOS) J-1 Exchange Visitor Program as it pertains to visiting Scholars and Professors. Oversees compliance with federal reporting requirements for international students and exchange visitors using the required federal reporting software systems. Acts as final arbiter in cases of possible violation of student/visitor status and terminates that status as required by law. Provides leadership for university efforts to enhance international awareness on campus and support for academic programs that are planning to provide international experiences for their students. Coordinates with the Office of Admissions and the College Deans to increase the number of undergraduate and graduate international students from Mexico and other nations. Supervises the department's administration of the PASE program (Programa de Asistencia Estudiantil) that allows in-state tuition for Mexican nationals with financial need. Oversees the UTEP Passport Agency including compliance with federal regulations, policies and procedures. Supervises an Assistant Director, International Student Advisors, Peer Advisors and the office support staff. Complies with all State and University policies. Other duties as assigned. Other related functions as assigned.

Required Qualifications: Master's degree and 3-5 years of administrative experience in an International Programs Office at a college/university with a proven ability to manage a budget and supervise a staff of professional, administrative and student support staff. Two years minimum of direct experience with federal and state regulations relevant to international students and scholars; specifically SEVIS. Proven ability to apply immigration rules and regulations. Ability to coordinate the functions required to address the needs of international programs with offices and programs on campus including housing, athletics, enrollment management, scholarships and human resources. The Director should be knowledgeable about current trends in International Student Programs and demonstrate the ability to design and implement innovative programs and services that effectively meet the needs of those being served. Must be able to work effectively with a diverse student body. U.S. citizenship or permanent residency status is required.

Preferred Qualifications: Close ties to community and education leaders in the cities of El Paso and Juarez. Bilingual fluency (Spanish - English) is preferred as the ability to provide effective public presentations in both languages may be required.

APPLICATION PROCEDURE:

Prospective candidates must submit all information through <http://www.utep.edu/employment> to be a viable applicant.

For further information about the position, please contact:

Catie McCorry-Andalis

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Associate Dean of Students

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