Vacancy Announcement
International Student Advisor - 2 Positions Available

Cascadia College has earned a national reputation for excellence, with an integrated learning model and more than 70% of its students moving on to four-year programs. Co-located on a campus with the University of Washington Bothell, approximately 18 miles northeast of Seattle, Cascadia is currently seeking an innovative, collaborative, and dynamic individual for the position of International Student Advisor. Cascadia exempt employees enjoy 24 days of annual paid vacation (accrual based) and a personal leave day, summer work schedules with a 3-day weekend, a portable retirement package, tuition waivers, and other excellent benefits.

The successful applicant will have the following qualifications:

Minimum Qualifications
- Bachelor’s degree from a regionally/nationally accredited institution [official transcript due at time of hire]
- One year performing the tasks and functions of a Designated School Official (DSO) in the Student and Exchange Visitor Information System (SEVIS)
- One year of experience directly and regularly advising international students in a higher education setting
- Demonstrated commitment to pluralism and the ability to support a diverse workplace and educational environment
- Demonstrated experience with initiating, planning, developing, executing and assessing successful activities, events and/or opportunities that foster community-building, teamwork and collaboration, global/cultural awareness, environmental sensitivity, and/or personal development

Preferred Qualifications
- Master’s degree in Higher Education Administration, College Student Development, Counseling, or a related field (such as diversity/ethnic studies, international education with higher education emphasis)
- Direct experience with Washington State’s computerized Student Management System (SMS)
- Direct experience with living, working, or studying in a country other than the US and Canada
- Demonstrated strong written and oral communication skills
- Experience using a personal computer and operational familiarity with Microsoft Word, Excel, and Outlook
- Foreign language proficiency in Chinese (Mandarin), Vietnamese, Korean, Indonesian

Other Requirements:
- Passport or ability to obtain one
- Driver’s License or ability to obtain one
- Extensive knowledge of customs and immigration

Applicants must submit the following for a complete application:
- Cascadia College application form (please click the link)
- Cover letter (not to exceed two pages) that specifically addresses how applicant qualifications and experiences meet the minimum qualifications, preferred qualifications and the characteristics of the position.
- Resume
- Federal and State Reporting Form (optional)

Complete applications will be received until the position is successfully filled. However, application packets received by Monday, April 20th, 2015 by 10 AM will be given priority consideration.

Application submissions should be sent to applicant@cascadia.edu; please write in the subject line of the email “Intl. Adv.” Faxed, mailed, and delivered applications to Human Resources will not be accepted. Application materials become the property of Cascadia College. For questions related to this position, please email applicant@cascadia.edu.

Corrected or extended notices for this recruitment will be posted on the College’s website: www.cascadia.edu/employment

Cascadia College is committed to creating and supporting a diverse faculty, staff and student population. Individual differences are celebrated in a pluralistic community of learners. Cascadia does not discriminate on the basis of race, color, religion, sex and/or gender, sexual orientation, national origin, citizenship status, age, genetic information, marital or veteran status or the presence of any sensory, mental or physical disability, and is prohibited from discrimination in such a manner by college policy, state law and federal law. Persons with disabilities needing assistance in the application process may make requests to the Human Resources Director by calling (425) 352-8880.

In recognition of the Jeanne Clery Act, information on our campus safety can be found at www.uwb.edu/safety.
International Student Advisor

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<th>Full or Part Time: Full Time</th>
<th>Salary: $46,144/year + Benefits</th>
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<tr>
<td>FLSA Status: Exempt</td>
<td>Supervising Position: Assistant Director of International Programs</td>
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<td>Duration: Permanent</td>
<td>Union Representation: N/A</td>
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Position Summary:
The International Student Advisor (ISA) reports to the Assistant Director of International Programs. This position is primarily responsible for functions relating to international student admissions, immigration and academic advising, Designated School Official duties, and international student activities and excursions that foster student engagement. The ISA may also serve as advisor to student clubs and will support the success of the clubs and its students. The ISA will coordinate the dissemination of college and program information to relevant constituents by a variety of appropriate means, including but not limited to print and electronic media, particularly on-line social media, where Cascadia International Programs will have an attractive presence to prospective international students. The position requires the ability to work effectively with students, faculty, staff, administration, and community-based organizations and vendors to ensure successful learning opportunities.

Essential Duties and Responsibilities:

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<tr>
<th>Essential Duties and Responsibilities</th>
<th>Frequency</th>
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<tr>
<td>1. Serve as a Designated School Official (DSO) for Cascadia Community College by creating and updating student records in SEVIS and independently monitoring international students and advising them in all rules, regulations, laws, policies and procedures relevant to their maintaining student status.</td>
<td>Weekly 20%</td>
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<td>2. Coordinate the international student admissions process, including evaluation of application, financial statements, test scores, international college/university accreditation status, and foreign high school diplomas and transcripts in order to legally issue I-20 forms.</td>
<td>Weekly 20%</td>
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<td>3. Perform basic academic advising and support students in their English Language Program (ELP) and College credit course placement and registration. Support students in progressing through the program. Develop, organize and conduct workshops and other events for ELP students.</td>
<td>Weekly 20%</td>
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<td>4. Act as the lead advisor for one or more of the many programs in the International Program office. Assist students in the development of their educational plans and design and implement workshops for program students as needed.</td>
<td>Weekly 30%</td>
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<td>5. Advise and support success of assigned clubs and international student leadership development, particularly in context of facilitating college-wide and cross-institutional international student engagement.</td>
<td>Monthly 5%</td>
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<td>6. On a limited basis may travel internationally to recruit students.</td>
<td>Semi-annually 5%</td>
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<td>7. Performs other duties of a similar nature or level.</td>
<td>As Required</td>
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Position Description:

ADMISSIONS AND ADVISING:
- Respond timely and knowledgeably to inquiries by telephone, e-mail, print correspondence, and in-person; and facilitate successful student applications.
- Evaluate student applications and supporting documentation and issue I-20s and admission packets or request follow-up documentation or information as needed in order to successfully admit students.
- Perform as Designated School Official and execute related duties with diligence, including advising students of their options for maintaining their student status and creating and updating student records in print and in SEVIS.
- Advise students in the English Language Program (ELP) and in College regarding their placement and registration in appropriate courses, working collaboratively with Enrollment Services, Student Learning, and the Business Office to support a positive student experience. Maintain ongoing communications with ELP students to support program completion and conduct workshops as necessary.
- Act as lead advisor for one or more programs in the International Programs office. Maintain records specific to the programs assigned, advise program students, design and implement workshops for program students.

STUDENT ENGAGEMENT:
- As advisor to and active participant in the student clubs, support the development of international student leaders who will create opportunities for student engagement.
- Collaborate in the development and conduct of successful activities, events and/or opportunities that foster community-building, teamwork and collaboration, global/cultural awareness, environmental sensitivity, and/or personal development of international students, including but not limited to cross-border and overnight excursions.
- Identify and develop opportunities for international students to engage with UWB and with the greater Bothell community, including jointly hosting activities, community volunteering and internship opportunities, and other.
- Coordinate graduation/program completion celebrations to highlight student achievements.

RECRUITING
- Travel on a limited basis (generally less than one week per year) to recruit international students.

GENERAL TASKS:
- Contribute to a welcoming International Programs environment for all Cascadia constituents.
- Assist the Director and Assistant Director in ensuring a consistently excellent operation of the International Programs office.
- Attend meetings and trainings as needed to successfully execute duties.
- In absence of Director and Assistant Director, serve as operational lead.
- Perform other duties as assigned.

Training and Experience:

Minimum Qualifications:
- Bachelor’s degree from a regionally/nationally accredited institution [official transcript due at time of hire]
- One year performing the tasks and functions of a Designated School Official (DSO) in the Student and Exchange Visitor Information System (SEVIS)
- One year of experience directly and regularly advising international students in a higher education setting
- Demonstrated commitment to pluralism and the ability to support a diverse workplace and educational environment
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Preferred Qualifications:
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- Demonstrated strong written communication skills
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Other Requirements:
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Knowledge & Skills

Knowledge of:
- Department of State, Department of Homeland Security, and US Citizenship and Immigration Services rules, regulations, policies and procedures;
- Proficiency with computers and Microsoft Office Suite programs
- Maintaining institutional and student compliance with SEVIS;
- Student development theories and best practices;
- Customer service principles and best practices;
- Basic world and US history as well as contemporary events;
- US higher education, particularly community colleges;

Skill in:
- Professionally advising international students, including performing the tasks and functions of a Designated School Official (DSO) in the Student and Exchange Visitor Information System (SEVIS);
- Communicating effectively with diverse constituents particularly when they are upset;
- Initiating, planning, developing, executing and assessing successful activities, events and/or opportunities that foster community-building, teamwork and collaboration, global/cultural awareness, environmental sensitivity, and/or personal development;
- Problem-solving and working independently in order to achieve positive outcomes;
- Near-native (college level) English language fluency in verbal proficiency and in listening comprehension;
- Strong written communication skills with attention to detail and context-appropriate style;
- Using a personal computer and producing work product with Microsoft Word, Excel, and Outlook.

Ability to:
- Communicate frequently with students and must be able to exchange accurate information in different situations;
- Communicate effectively in person, via email, and with international telephone conversations is essential.

Physical Requirements

Positions in this class typically require: operating a computer, communicating, observing and repetitive motions.

Work is performed at the Cascadia College campus and in a variety of international settings. Occasional international travel will be required. The ability to move and transport weighing materials up to 50 pounds is required. Ability to travel internationally, including ability to transport own luggage and marketing materials during transit from point of departure to destination and back again.

Condition of Employment:

Cascadia College maintains a drug free work and learning environment and prohibits smoking in all college buildings and state-owned vehicles. Cascadia College employees must be able to successfully work in and promote a pluralistic and diverse work and educational environment.

NOTE

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the particular needs of the College.

__________________________  ____________________
Employee                        Date

__________________________  ____________________
Supervisor                    Date