

CLASSIFIED & ADMINISTRATIVE POSITION REQUEST

2018-2019

Internal Use
#: _____

Requester Name: Cindy Balero Division Name: Enrollment Services

SUMMARY INFORMATION

Title of Position Being Requested: (Note: Please also attach a current or proposed district job description)

International Student Specialist

Position Will Reside in Division/Unit:

Enrollment Services/International Student Program

Indicate To Whom this Would Report:

International Student Program Coordinator/Dean of Enrollment Services

Indicate if this position or a similar position has been presented to RAC previously and in what years:

No. This position would replace the vacant Admission Specialist position in the International Student Program.

The position is:

New

Number of Hours per Week: 40

Number of Months per Year: 12

Increase for an existing funded position

From: 9 10 11 Months

To: 10 11 12 Months

OR From: _____ % to _____ %

Name of Person Currently Holding Position: _____

New Categorically funded position (information only; position not ranked)

Number of Hours per Week: _____

Number of Months per Year: _____



SECTION 1: PROGRAM NEED

What key responsibilities would this person assume?

1. Serve as the primary contact for International students at the College, answering questions from prospective and current students about the program and college procedures, advising them on current immigration status regulations and assisting them with their academic, housing, medical and transportation needs.
2. Perform functions of a Designated School Official (DSO) as required by the Department of Homeland Security (DHS).
3. Respond to inquiries, questions and concerns from potential International students via phone, mail, e-mail and in person regarding admissions and college policies, and immigration regulations. Develop and manage follow up system to address student inquires from various recruiting agencies.
4. Create and update all application materials and important student resource information forms relating to the International Student Program (ISP) including the International Student handbook, monthly newsletters and to disburse useful information about our program and our procedures.
5. Develop and plan biannual New International Student Orientation to welcome and support students during their first semester.
6. Advise students on health related issues including finding appropriate medical care, identifying appropriate levels of health care coverage and selecting insurance providers and purchasing of health insurance, and assisting with filling out claim forms. Liaison with the Health Center to respond to student medical needs.
7. Develop and maintain an International Student Database providing reports and statistics including ISP enrollment projections.
8. Serve as DSO and perform functions required by DHS.
9. Review the status of current International students on a regular basis regarding full-time enrollment and payment of fees.
10. Update and maintain the ISP website with latest application forms, college information and useful links to help students know about our program and available community services.

List other Personnel in the Unit (i.e. with shared or similar responsibilities):

Currently, the Admissions Specialist position is vacant. This position would replace the Admission Specialist position and have program specific responsibilities.

SECTION 1: PROGRAM NEED (contd)

Give a historical perspective of the changing demands on your unit's staff over the past 3-5 years (refer to your program review relating to human resources.) You may use narrative or relevant data.

In August 2017, it was determined that many of the duties of the Admission Specialist did not fall within the scope of the job description adopted following the implementation of the Classification Compensation Study. This severely impacted the program as the Admission Specialist could no longer access the Student and Exchange Visitor Information System (SEVIS) as a DSO. He was no longer able to fully process applications or acceptance packets. Further, he was limited in his ability to provide immigration advising -- also a very important function of this position.

The Admission Specialist position was vacated in July 2018 and, rather than backfill the position as is, it was determined that the program and students would be better served to create a new position at a slightly higher range (from Range 34 to 35) and include program specific duties and responsibilities rather than the generic duties listed in the Admission Specialist job description. Of note, prior to the adoption of the Classification Compensation Study, the position was International Admission Specialist (see attached job description). Many of the current duties were not listed in the previous job description as this description was written prior to the events of 9/11 and the creation of the DHS and the Student and Exchange Visitor Program (SEVP) which oversees SEVIS.

And/or provide additional information supporting a need for this position and resulting impact on students or program:

This position is critical for supporting international students. ISP provides complex immigration advising that requires a deep understanding of ever-changing immigration regulations that impact international students. A paraprofessional that is knowledgeable and able work within the SEVIS database to better serve our students is a necessity. Currently, the Program Coordinator is the Principal Designated School Official (PDSO) and there are no other DSOs on Campus. If the Coordinator is not available, there is no one to access SEVIS and provide basic services and information to students.

SECTION 2: STUDENT LEARNING AND SUCCESS

Explain how this position will contribute to and/or support student learning and success:

International students face many unique challenges. They require housing assistance, immigration advising and assistance with cultural adjustment. They face academic difficulties due to unfamiliarity with American teaching methods and are forced to navigate an educational system that is foreign and often very different from that of their home country. Even tasks such as applying for a California Driver's License or opening a bank account can be overwhelming. ISP staff assists students with all of the above and more. The proposed position would, in essence, be the first contact for prospective international students and provide necessary support to continuing students. Overwhelmed students are less likely to be focused on their education and their angst has a negative effect on their success. This position will provide the needed support to help students acclimate to the U.S. and our College while provide ongoing support for this unique population, thereby promoting student success.

Explain how this position will have a positive impact on Accreditation or strengthen the college's adherence to the ACCJC standards:

This position will assist with establishing and implementing best practices to meet ACCJC standards. Specifically, Standards III: Resources. In part this Standard states, "The institution assures the integrity and quality of its programs and services by employing administrators, faculty and staff who are qualified by appropriate education, training, and experience to provide and support these programs and services." The Standard also mandates that employees possess qualifications necessary to perform duties required to sustain institutional effectiveness. The College's commitment to fully supporting ISP students will promote student success and institutional integrity.

SECTION 3: LPC MISSION AND PLANNING PRIORITIES

LPC MISSION STATEMENT:

LPC is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC PLANNING PRIORITIES:

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

Indicate how this position supports the College's mission and/or planning priorities:

This position will directly support the LPC Mission Statement. International students on our campus have chosen to pursue higher education in the U.S. LPC provides an opportunity for a quality education at an affordable price. The majority of ISP students intend to transfer to a University to pursue a Bachelor degree and they rely upon ISP staff to provide immigration advice and support services while attending LPC. Because of their unique needs, they depend upon knowledgeable staff members to guide them.

As stated previously, this position will assist with establishing and implementing best practices to meet ACCJC standards. Specifically, Standards III: Resources. In part this Standard states, "The institution assures the integrity and quality of its programs and services by employing administrators, faculty and staff who are qualified by appropriate education, training, and experience to provide and support these programs and services." The Standard also mandates that employees possess qualifications necessary to perform duties required to sustain institutional effectiveness. This position will provide necessary support for ISP students.

SECTION 4: PROGRAM OUTCOMES, INITIATIVES, and PLANS

Please check one.

This need was described explicitly in a Program Review (Year 2018).

This need was implied in a Program Review (Year _____).

This need was not included in a Program Review, but has become a need since that time.

Explain, including language from Program Review (if available):

One of the current Board Priorities of the CLPCCD Board of Trustees is to "Improve our international student programs and services at both colleges to better support the needs of our students." This position speaks directly to that priority. It is imperative that program staff is abreast of ever-changing immigration regulations and can advise students properly to avoid student status violations. Further, student recruitment and retention is vital to maintain and grow the ISP. This position will ensure there is a paraprofessional with appropriate knowledge and skills to more effectively support the program.

The following is an excerpt from the 2018 Program Review: "The Admission Specialist position is currently vacant. This position provides critical support services to the program and students, therefore, filling the position is high priority. Alternatively, the program is exploring options to provide more comprehensive student support by submitting a new position to the Resource Allocation Committee (RAC) in lieu of the Admission Specialist position. The proposed International Admission Specialist, under general supervision of the Program Coordinator, will perform a variety of technical and paraprofessional work specific to the support of international students and ISP."

Range 55
proposed

SECTION 5: SAFETY (if applicable)

Explain how this position will improve safety on campus or within your unit:

N/A

SECTION 6: COSTS*

Estimated Increase or Proposed Annual Salary Cost:	\$	<u>51,057.00</u>
Estimated Benefits Cost:	\$	<u>28,081.35</u>
Total Cost for Position:	\$	<u>79,138.35</u>

NOTE:

Full Time = 20-40 hours per week or 50% - 100%
Regular Hourly = 18 hours or less per week (<50%)

*Costs: For accurate costs, requestor must contact the College Administrative Services Technician in the LPC Office of Administrative Services (ext. 1632).

SECTION 7: REVIEWS

Signatures:

Cindy Belno
Requester

10/25/18
Date

[Signature]
Dean/Unit Administrator

10/25/18
Date

Sharon Davidson
College Administrative Services Technician
Office of Administrative Services

10/26/18
Date

[Signature]
Vice President

10/25/18
Date

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT
INTERNATIONAL ADMISSIONS SPECIALIST
Proposed Description

SUMMARY DESCRIPTION

Under general supervision, perform a variety of technical and paraprofessional work in support of the daily operations of the International Student Program. Perform a variety of duties related to the admission and retention of International students and their qualifying dependents. Serve as the primary contact for International students at the College, answering questions from prospective and current students about the program and college procedures.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Respond to inquiries, questions and concerns from potential International students via phone, mail, e-mail and in person regarding admissions, college policies and immigration regulations. Develop and manage follow up system to address student inquiries.
- Create and update all application materials and important student resource information forms relating to the International Student Program; including the International Student handbook and monthly newsletters.
- Collect all required documents from prospective international students; review these materials to ensure compliance with college and immigration regulations, prepare and mail form I-20 and acceptance packet.
- Assist with developing biannual New International Student Orientation.
- Advise students on health related issues including finding appropriate medical care, identifying appropriate levels of health care coverage and selecting insurance providers and purchasing of health insurance and assisting with filling out claim forms. Liaison with the Health Center to respond to student medical needs.
- Develop and monitor a tracking system to ensure that students have submitted post-admission requirements of TB testing and the purchase of health insurance in accordance with college procedure.
- Serve as the primary contact for current international students. Serve as a resource for college and immigration status procedures, assist with registration of classes and payment of fees. Address personal concerns such as housing and transportation.
- Maintain and update procedure manuals including immigration procedures and other reference materials related to the International Student Program.
- Correspond with continuing international students during the semester on a variety of issues including registration dates, deadlines, fees due, paperwork needed and current events and services offered.
- Serve as Designated School Official (DSO) and perform functions required by the Department of Homeland Security (DHS). Update the Student and Exchange Visitor Information System (SEVIS) international student tracking system to ensure school is in compliance with Federal regulations for admitting International students.

[s.f. bayarea craigslist](#) > east bay > education jobs > International Admissions Specialist (#3CAR21)

last modified: Wed, 5 Jul 13:02 PDT

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International Admissions Specialist (#3CAR21) (dublin / pleasanton / livermore)

Reply to: see below

Date: 2006-07-05, 1:02PM PDT

The Chabot-Las Positas Community College District is seeking an International Admissions Specialist for Las Positas College in Livermore. Under the direction of the Assistant Dean of Admissions & Records, the incumbent is responsible for the operation of the International Student Office performing all duties necessary to ensure compliance with Federal, State and District policies; perform technical duties related to the maintenance of student academic records; perform a variety of tasks associated with the development of the Schedule of Classes, and the creation and design of documents, manuals, brochures and other information materials. Specialized knowledge and a moderate degree of independent judgment is required.

Assignment/Salary

The position is full-time, Monday through Friday, 8:00 a.m. – 5:00 p.m., 12 mo/yr. Employment will begin on or about September 5, 2006. The salary is \$3,259.25/mo (Range 34, Funding: 100% College).

Minimum Qualifications

Education and Experience: Equivalent to completion of the twelfth grade supplemented by college level course work in business administration or equivalent and two years of increasingly responsible office experience, including experience in a college admissions and records office.

Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students, including those with physical and/or learning disabilities.

Knowledge of: Laws, rules, regulations, policies and procedures relating to the admissions, registration and enrollment status of community college and international students; organization, procedures and operations of an admissions and records office; interpersonal skills; principles and practices of record keeping; modern office procedures, methods and computer equipment; basic mathematical principles; principles of business letter writing and basic report preparation; English usage, spelling, grammar and punctuation; and methods and techniques of graphic layout and formatting.

Skills to: Operate a variety of office equipment including computers and supporting word processing and spreadsheet applications; and type and enter data at a speed necessary for successful job performance.

Ability to: Interpret and apply applicable college, District and State laws, codes and regulations; work

Handwritten initials: "TW" with a checkmark above.

Independently in the absence of supervision; establish priorities and schedule work; compile and compose correspondence and reports using correct spelling, grammar, punctuation, and vocabulary; develop and format various brochures and manuals; perform a variety of responsible and difficult clerical work with accuracy and speed; work under constant interruption; maintain confidentiality of work performed; respond to requests and inquiries from the general public; communicate clearly and concisely, both orally and in writing, and establish and maintain effective working relationships with those contacted in the course of work.

Duties and Responsibilities

- Maintain and disburse admissions information and requirements to students and staff regarding the International Student Program;
- Create and update all information and application materials relating to the International Student Program;
- Respond to inquiries from current and potential international students regarding admissions policies and immigration regulations;
- Collect all required documents from prospective international students; review these materials to ensure compliance with College and immigration regulations; prepare letter of acceptance and official ^{FD-50} Immigration and Naturalization Service (INS) form I-20 and present to Assistant Dean for signature;
- Create, print, collect and maintain a supply of all application materials and immigration documents;
- Oversee the work of hourly employees and student assistants assigned to the International Student Program;
- Interview potential international students informing them of current immigration regulations and College policies; respond to questions and concerns;
- Serve as primary contact for international students on a continuing basis, answering questions regarding College procedures, assisting with registration and payment of fees and addressing personal problems such as housing and transportation;
- Attend National Association of Foreign Student Advisors (NAFSA) workshops and seminars to ensure a thorough knowledge of current immigration rules and regulations regarding international student admissions; update staff on current procedures;
- Assist the International Student Advisor providing international student files, updated documents and current student status upon request;
- Assist international students in preparing immigration documents such as: "Petitions for Work authorization", I-20 extensions, "Change of Status" applications and other related documents;
- Organize and maintain all international student files to ensure accuracy, accountability, compliance, efficiency and security for the International Student Program;
- Review the status of current international students on a regular basis regarding full-time enrollment, insurance coverage and fee reconciliation; notify the Assistant Dean of changes in student status;
- Maintain on-going correspondence with potential international students via phone, mail and e-mail; correspond with continuing international students during the semester on a variety of things including reminding them of registration dates, deadlines, fees due, paperwork needed and services offered;
- Develop and maintain an international student database providing reports and statistics for the Assistant Dean;
- Maintain immigration procedure manuals and other reference materials related to the International Student Program;
- Coordinate the design and layout of various pages of the Schedule of Classes; interact with the printer to ensure that timelines are met; design promotional pages for various programs and services offered by the College; assist in preparing, editing and organizing the master file for the schedule;
- Develop, create and format various information manuals and brochures regarding admissions and records procedures, operations and processes; assist in reviewing and editing documents for accuracy; make appropriate editing revisions.

Address Inquires and Applications To

ATTN: Human Resources
Chabot-Las Positas Community College District
5020 Franklin Drive, Pleasanton, CA 94588
24 hour Job Line (925) 485-5200
Web site: www.clpccd.cc.ca.us

CLOSING DATE FOR APPLICATIONS:
July 24, 2006, 4:30 p.m.

POSTMARKS NOT ACCEPTABLE

The Application Process

The following must be submitted as a complete packet:

1. Official District Classified application form for:
International Admissions Specialist use position code (#3CAR21).
2. Cover letter addressing qualifications for the position.
3. Resume of all professional preparation and experience.
4. A completed Equal Opportunity Employment questionnaire (optional).

Other extraneous materials will not be considered.

Application Review Process

Applications for regular and probationary employees of this District will be reviewed prior to applications from the general public.

Selection Procedures

Applicants are evaluated by the appropriate manager and a review committee. Applicants determined to be most qualified for the position will be invited for an interview at their own expense.

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