

## COUNSELOR FOR INTERNATIONAL STUDENT SERVICES

Job Number: 09-OIP-82  
Status: RFT  
Hours: Monday - Friday 8:00am - 5:00pm  
Salary: Commensurate with experience

### Requirements

Education: Bachelor's degree required

Experience/Skills:

- Attention to details and manage/organize large amount of data
- Professional writing and communications skills
- Time management skills
- Customer service skills
- Cultural understanding and sensitivity
- Self-motivated and able to meet deadlines in a fast-paced environment
- Project management skills
- Creative problem solver
- Team player
- Flexible - be willing to work at odd hours (depending on the needs of our international guests)
- Must have a valid driver's license and a clean record
- Must use own vehicle to pick-up and drop-off Valparaiso international guests

Job Summary: Coordinator of International Student Services:

- Follow up with all newly admitted international students (AIS) from Law, Graduate and Undergraduate Admission offices (200 plus a year) regarding their arrival information and orientation needs.
- Interface with datatel to fill in the AIS arrival information for every office to see and/or work closely with the Grad school to coordinate this effort. Update information and

arrange for arrival, moving in to housing and orientation. Respond to various non-SEVIS, non-academic needs of international students upon arrival.

- Be the point person for student pickup in any of the bus/train stations - Portage, Merrillville and Chesterton. Arrange and facilitate O'Hare/Midway pickups for larger groups of students, if needed. Airport pick-ups for the visiting scholars.
- International student orientations - process all administrative procedures to collect information from students; revise/distribute all information related to the orientation and file collected information.
- Be the point person to compile and fulfill all compliance needs of the office vis-a-vis international student info and Department of Homeland Security (DHS). Run regular audits on the international student files to fulfill compliance obligations. Go through SEVIS, if need be, to assist in providing further benefits to international students.
- Coordinate ongoing orientation needs of the international students in their first semester/year. Engage international student organizations to participate in university life and showcase their cultural background by promoting certain programming. Similar efforts for visiting scholars.
- Interact with community institutions for student benefits - social security administration for SS#/employment, BMV for registration, title, license, ID, Banks for accounts, landlords for housing, NIPSCO, Comcast, Verizon, ect. Drive the students to

these places on an 'as need' basis and help them with these benefits.

- Assist the director in coordination benefits for visiting scholar.
- Assist the director and the Office of the Provost in international student recruitment aspect of the internationalization charge. This may include but is not limited to: international alumni database development, follow up with international/overseas counselors, plan and execute international/local recruiting travel, send packets of information to prospects/contacts.
- Arrange/provide for transportation for campus visits by partner institutions/guests - scheduling, catering and communication. Assist the director with duties that align with arrivals, housing and orientation of various international guests.

To apply for this positions, please choose one of the options below:

- Apply online at [www.ExpressPros.com/NWIndiana](http://www.ExpressPros.com/NWIndiana)
- Call 219-465-1868 Express Employment, for an appointment ask for Ginger Wilbanks
- Submit an application in person at Express Employment - Valparaiso
- Direct all questions to [Ginger.Wilbanks@expresspros.com](mailto:Ginger.Wilbanks@expresspros.com)