Position:  Conditional Admissions Specialist

DEPARTMENT:  International Gateways
IMMEDIATE SUPERVISOR:  Director, International Gateways
POSTING DATE:  August 12, 2016
CLOSING DATE:  Open Until Filled
SALARY:  Commensurate with relevant experience and qualifications
          Range:  High $40K to mid $50K, DOE/Q
          Full time, Benefitted
EXEMPT STATUS:  Exempt level

GENERAL NATURE OF POSITION:  International Gateways provides long and short-term English language programs to meet the academic and cultural objectives of international students at San Jose State University. Under the immediate supervision of the International Gateways Admissions Manager, this position provides admission information and advising to prospective international applicants on a day-to-day basis and processes Conditional Admission/Eligibility applications and corresponds with applicants.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Communicate with international applicants regarding Conditional Admission/Eligibility policies and procedures from initial interest until Plan to Apply (PTA) application has been completed and evaluated by the SJSU Admissions office.

2. Manage conditional applications processes and workflow.

3. Advise students about International Gateways application processes ensuring that all documentation is complete.

4. Advise Conditionally Admitted International Gateways students on SJSU application process.

5. Submit official transcripts and graduation certificates to SJSU Admissions at time of student’s application to SJSU.

6. Prepare and maintain reports on Conditional Admission program status.

7. Provide input in improving the conditional admission workflow and management, and assist in the implementation of the improved processes.

INTERPERSONAL CONTACTS:
- Campus entities including SJSU Admissions and CIES International Recruitment and Partnerships

Job Code _______
QUALIFICATIONS:

1) Education and Experience
   - BA in Educational Counseling, International Studies, or job-related field. A Master’s degree in a job-related field may be substituted for one year of the professional experience
   - 2 years’ experience working with international student services, preferably at a campus-based international or admissions office.
   - Demonstrated experience in working with federal guidelines and procedures pertaining to F-1 visa regulations.
   - Extensive experience in electronic record-keeping, reporting, and student database management.
   - Experience working with Student Exchange and Visitor Information System (SEVIS) regulations.

2) Knowledge, Skills and Abilities required
   - Knowledge of university admissions procedures.
   - Knowledge of international application process and requirements.
   - Knowledge of database management and CRM applications.
   - Understanding of regulations pertaining to F-1 visa students.
   - Ability to clearly express ideas and suggestions both written and orally
   - Proficiency with MS Windows and/or Mac platforms; MS Office Suite, word processing, Internet applications.
   - Familiarity with electronic communication applications such as Outlook, Skype, Facebook and/or blogs.
   - Ability to work with multicultural and ethnically diverse populations.
   - Ability to maintain confidentiality and appropriately handle sensitive communications with employee, students, applicants and external agencies.
   - Ability to interact courteously and effectively with colleagues, members of the university community and the public.
   - Ability to problem solve routine to complex issues.

PLEASE NOTE: This position is considered a “sensitive” position by SJSURF and CSU policy. Consequently, the successful candidate must undergo and successfully complete the Live Scan (fingerprinting) background check as a condition of their employment.

3) Physical Requirements
   - Must be able to operate a PC including a mouse and keyboard.
   - Must be able to operate office equipment.
   - Must be able to use a telephone and/or headset.
   - Must be able to navigate uneven surfaces and carry materials.
Various evening and weekend work required throughout the year.
Must be able to drive a vehicle to work locations; will be asked to provide proof of insurance.

4) Complexity of Duties
- Exercise independent judgment in developing methods and evaluating criteria for achieved results.
- Works on projects where analysis of data or solutions requires an evaluation of various factors.
- Works with minimal direction on assigned projects/programs.
- Works on a variety of projects at any given time – multi-task.
- Ability to work both independently or in a group/team effort.
- Work has high impact on department’s ability to provide effective customer service and ability to meet deadlines.

SUPERVISORY RESPONSIBILITIES: None

APPLICATION PROCEDURE
To apply for this position, you may submit a letter of interest and a resume or an application. An application and other information, including the job description, may be obtained from the Research Foundation through its web site at http://www.sjsu.edu/researchfoundation/open/index.html. You may also obtain information in person by visiting the Research Foundation, located at 210 North 4th Street, 4th Floor, San Jose, CA (corner of St. James and North 4th Streets). A formal application for employment will be required of all candidates who are selected for a personal interview. Please address your letter of interest and resume or application directly to:

San Jose State University Research Foundation
Attn: HR/Job Code IG CondAdmSpec
210 North 4th Street
San Jose, CA 95112
E-mail: foundation-jobs@sjsu.edu

Research Foundation employment is separate and distinct from San Jose State University or State of California employment. Research Foundation employees are not employees of either SJSU or of the state of California.

The San Jose State University Research Foundation (SJSURF) is a non-profit auxiliary of San Jose State University. SJSURF is totally self supported. The majority of the organization’s funding comes from the federal government, and other public and private entities. With annual revenues totaling over $65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

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is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

The SJSURF has implemented California State University Executive Order 1083 (http://www.calstate.edu/EO/EO-1083.pdf). By policy, all SJSURF employees are mandated reporters for suspected child abuse or neglect and are expected to undergo formal training in accordance with the directives of the Executive Order.
The SJSURF has also implemented California State University Policy Memorandum HR 2015 – 08 (http://www.calstate.edu/HRAdm/pdf2015/HR2015-08.pdf).

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.