



SPRING HILL COLLEGE

Forming leaders engaged in learning, faith, justice and service for life.

Position: Academic and International Advisor

Summary Description: Reporting to the Executive Director of Career & Academic Success & Advising, the Academic and International Advisor is a student service professional with a critical role in the College's strategic initiatives that support retention efforts and promote student academic success. The Academic and International Advisor collaborates with the Student Accessibility Resource (SAR) Office, Spring Hill College students, faculty, and staff in the delivery of college-wide academic accommodation services for students with disabilities, including onsite and online learners. The Academic and International Advisor works cooperatively with college departments to admit, orient, advise international students and works as PDSO to prepare SEVIS documentation and maintain SEVIS reporting and compliance.

Duties and Responsibilities:

Academic Essential Functions

1. Ensures high confidentiality, remains patient and flexible, adapts to rapidly changing demands, and can work in an environment where interruptions are routine.
2. Manage professional case management services to a diverse and growing population of students with disabilities, including disability counseling, individual access advocacy, assistance with letters of support, maintaining appropriate case notes and other disability documentation, and working collaboratively across university participants on issues related to accessibility.
3. Present approved accommodations, discuss potential conflicts with essential learning components of the program/course, and engage in creative problem-solving on behalf of and with students/faculty while maintaining positive and productive working relationships with all constituents.
4. Collaborate with the Student Accessibility Resource (SAR) Office on "reasonable accommodations" to support the student population, including modifications to learning requirements, student engagement, and campus environments.

International Advisor Essential Functions

1. Serve as the Spring Hill College Designated School Official and /or Responsible Officer team, updating and maintaining SEVIS records to preserve college compliance with federal immigration laws and requirements and assign student/scholar benefits.
2. Work cooperatively with other college offices to manage institutional strategy and processes for international students and programs.
3. Advise students on issues that impact their F-1 status and require updates to their I-20 documents, including CPT and OPT.
4. Track health insurance coverage requirements for F-1 students.
5. Proactively identify and resolve serious and complex issues related to immigration laws, crisis situations, and educational and interpersonal needs while maintaining sensitivity to diverse cultures and language abilities.
6. Maintain up-to-date knowledge of SEVIS reporting requirements and federal immigration laws and regulations pertaining to F-1 students.



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7. Oversee orientation and ongoing cultural and academic support for international students.
8. In cooperation with residence life, coordinate student arrivals and assist with transition for living arrangements.

Knowledge, Skills, and Abilities:

1. Willingness and ability to work within a Catholic Jesuit college's mission and educational principles.
2. Knowledge of academic environments and principles of student development theory.
3. Knowledge of the Family Educational Rights and Privacy Act (FERPA) and its implications on office processing of student records.
4. Professional approach with the ability to adjust language and approach to align with the expectations and needs of the audience.
5. Must display proficiency and experience in maintaining database information systems for the purpose of individual case management.
6. Ability to handle confidential information with tact and discretion.
7. Knowledge of international SEVIS accountability.
8. Knowledge of federal immigration laws and regulations pertaining to F-1 students.

Education & Experience:

- Bachelor's degree in a related field plus two to four years of experience in one or more of the following areas required:
 - Higher education/post-secondary education
 - Disability services
 - International students and programs, including serving as DSO or PDSO
 - SEVIS reporting and compliance for F-1 students and student orientation

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT.

To apply, please email your resume to Jordan A. Cockrell, Executive Director, Career & Academic Success & Advising, email jacockrell@shc.edu.