

Office of International Services (MC 326)  
Suite 2160, Student Services Building  
1200 West Harrison Street  
Chicago, Illinois 60607-7164

## International Services Coordinator

The Office of International Services at the University of Illinois at Chicago is seeking to fill two positions of International Services Coordinator. Under minimal supervision, manages and advises international students, faculty and scholars on administrative and regulatory immigration processes and issues. Recommends or approves immigration related benefits to international students and scholars at UIC, including but not limited to: employment, extension of legal stay, and issues surrounding maintaining legal status in the United States. Develops, plans and conducts orientation programs, immigration seminars and workshops pertaining to immigration regulations, cultural assimilation, employment opportunities and processes, etc. Performs other related duties and participate in special projects as assigned. Qualifications include Bachelor's degree in social sciences, humanities or a related field. Master's degree in higher education, international studies or a related field is preferred. Working knowledge of immigration laws, regulations and procedures. Ability to meet both the USDHS's regulatory requirements to be a Designated School Official (F-1 program) and the U.S. Department of State's J-1 Visitor Program as an Alternate Responsible Officer. Minimum of three years experience is required. Strong working knowledge of Ellucian's Student and Scholar Management Maintenance System and ImmigrationTracker preferred. Ability to communicate effectively with people from various cultural backgrounds. Salary commensurate with experience. For fullest consideration, submit cover letter and resume, with contact information of 3 references by May 10, 2013, via the university online application system only, at the following links: <https://jobs.uic.edu/job-board/job-details?jobID=30183>.

For specific questions regarding this search, calls are accepted at: 312-996-3121.

UIC is an AA/EOE