**Immigration Specialist I Advising Standard Job Description**

**Classification Title:** Immigration Specialist I

**FLSA Exemption Status:**Non-Exempt

**Pay Grade:** 9

**Job Description Summary:**

The Immigration Specialist I, under general supervision, performs complex immigration and human resources work.

**Essential Duties and Responsibilities:**

**40% Immigration Documentation and Compliance**

* Assists in reviewing I-9 documentation and correcting incomplete or inaccurate documents.
* Processes employee documentation through the Department of Homeland Security for employment approval.
* Establishes and maintains files for international scholars and staff, including reviewing and processing optional practical training.
* Develops and disseminates informational materials and training for supervisors and foreign national employees on immigration processes.

**20% Immigration Advising and Support**

* Supports prospective and current international scholars through the delivery of immigration advising via email, phone, and appointments.
* Provides assistance with scholar emergencies and escalates complex matters to the appropriate staff member as needed.
* Communicates verbally and in writing regarding immigration matters to Texas A&M departments and external agencies.
* Exercises independent judgment to resolve problems related to international scholar records.

**10% Training and Knowledge Maintenance**

* Learns and keeps abreast of applicable Federal, State, University, and immigration regulations and policies.
* Actively participates in training to improve knowledge of immigration document processing and advising.
* Assists with the review and interpretation of complex rules and regulations relating to immigration.

**10% Representation and Outreach**

* Represents the office by giving presentations and assisting with Q&A during events.
* Serves as a liaison for international scholars to campus departments and community members.
* Travels occasionally off campus to fulfill office responsibilities.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Required Education and Experience:**

* Bachelor’s degree in applicable field or equivalent combination of education and experience.
* One year of related experience.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.
* Knowledge of word processing and spreadsheet applications.
* Knowledge of immigration laws.
* Strong verbal and written communication skills.
* Excellent organizational skills.

 **Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* None

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**