**Immigration Specialist II Advising Standard Job Description**

**Classification Title:** Immigration Specialist II

**FLSA Exemption Status:**Exempt

**Pay Grade:** 10

**Job Description Summary:**

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

**Essential Duties and Responsibilities:**

**40% Immigration Analysis and Compliance**

* Analyzes and reviews documentation to recommend appropriate nonimmigrant classifications and processes.
* Serves as an adviser to departments on procedures for the immigration employment of foreign nationals.
* Ensures compliance with federal regulations and institutional policies in the administration of immigration processes.
* Reviews Federal, State, and System regulations on the employment of foreign nationals to ensure compliance.

**20% Immigration Advising and Support**

* Supports international students through the processing of immigration documents and requests.
* Advises on various student case types independently and provides information to departments and external agencies.
* Handles urgent cases and student emergencies through on-call support and exercises independent judgment to resolve conflicts.
* Triages and escalates complex matters to appropriate staff as needed.

**10% Training and Knowledge Maintenance**

* Prepares and conducts training on immigration processes and regulations.
* Learns and maintains knowledge of applicable Federal, State, University, and immigration policies.

**10% Representation and Outreach**

* Represents the office through presentations and participation in ISSS events.
* Serves as a liaison for international students 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.
* Two years 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 law visa classifications (H-1B, PR, TN, O, J, F, and B).
* Strong verbal and written communication 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**