**Immigration Coordinator Standard Job Description**

**Classification Title:** Immigration Coordinator

**FLSA Exemption Status:** Exempt

**Pay Grade:** 11

**Job Description Summary:**

The Immigration Coordinator, under direction, performs highly complex immigration and human resources work.

**Essential Duties and Tasks:**

**30% Review and Analysis**

* Reviews and provides an analysis of employees’ personal, educational, and professional background as well as the hiring department’s intent in proposing employment as they relate to immigration options.

**20% Process/Review**

* Processes and/or reviews non-immigrant and immigrant petitions, labor certifications, and other documentation for departments.

**10% Advising**

* Serves as an advisor on procedures for immigration employment of foreign nationals, and resolves immigration problems by working closely with departments, U.S. Embassies, Department of Labor, Department of State, and U.S. Citizenship and Immigration Services.

**10% Knowledge**

* Maintains current knowledge of applicable Federal, State, and University System regulations and procedures as it relates to the employment of foreign nationals and their immigration status.

**5% Record Maintenance**

* Maintains and complies records of all immigration proceedings for each foreign national employee and administers the database for foreign national case management and records retention for all immigration filings.

**5% Database Administration**

* Administers the database for foreign national case management and compliance and retention of public access files for Labor Condition Applications and its corresponding Department of Labor inspection files.

**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:**

* Related bachelor’s degree or equivalent combination of education and experience.

**Required Experience:**

* Three years of related experience.

**Required Licenses and Certifications:**

* None

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

* Knowledge of word processing and spreadsheet and database applications.
* Knowledge of immigration processing and administrative advising to hiring departments on employment based nonimmigrant and immigrant status.
* Ability to multitask and work cooperatively with others.

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive.
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU regulations and procedures.
* Works to cover shifts, or take emergency call, on evenings, weekends, and holidays as required.

**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**