<table>
<thead>
<tr>
<th>Job Title</th>
<th>Job Code</th>
<th>Requisition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immigration Specialist I</td>
<td>42</td>
<td></td>
</tr>
<tr>
<td>Immigration Specialist II</td>
<td>43</td>
<td></td>
</tr>
<tr>
<td>Sr Immigration Specialist</td>
<td>44</td>
<td></td>
</tr>
<tr>
<td>Dir, Immigration Services</td>
<td>45</td>
<td></td>
</tr>
</tbody>
</table>

**Position Summary**

This role is responsible for providing advanced immigration advice and support to international students, scholars, physicians, and other related individuals within the context of meeting USCIS I-9 regulations and providing support to international students, scholars, physicians, and other related individuals. This position requires the ability to work under pressure and in a fast-paced environment.

**Essential Functions**

- Participate in immigration projects and coordinate immigration activities.
- Manage and supervise immigration staff.
- Review and document reports and provide feedback as needed.
- Coordinate immigration-related training activities.
- Prepare immigration-related reports.
- Provide support to the director of immigration and related department.
- Develop and administer immigration-related policies.
- Provide strategic planning and implementation of immigration-related issues.
- Participate in immigration-related projects.
- Provide support to international students, scholars, physicians, and visitors.
- Prepare immigration-related reports.
- Provide immigration-related training activities.

**Required Qualifications**

- High School degree
- Bachelor's degree in a related field, or equivalent
- 3 to 5 years of experience in immigration
- Strong knowledge of immigration regulations, particularly J1, F1, and H1B regulations
- Strong communication skills
- Knowledge of immigration-related regulations
- Experience working with international students, scholars, physicians, and visitors
- Experience working with immigration-related systems
- Strong knowledge of immigration-related documentation
- Experience working with international students, scholars, physicians, and visitors
- Strong knowledge of immigration-related regulations

**FLSA Status**

- Non-exempt
- Exempt
- Exempt
- Exempt

**Promotional Process**

- Requisition
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