CLASSIFICATION SUMMARY
THE GEORGE WASHINGTON UNIVERSITY

Title: Assistant Director, International Services Office

BASIC FUNCTION AND RESPONSIBILITIES

To manage the technology and compliance activities of SEVIS; to manage the development and implementation of programming for non-immigrant students and scholars; and to assist in overseeing general departmental operational functions to include supervision of administrative and support staff.

ENTRY-LEVEL QUALIFICATIONS

A Master's degree in Education, Counseling, Communication, International Affairs, related field, or an equivalent combination of education, training and experience, is necessary.

A minimum of two (2) years in international educational exchange administration is necessary.

U.S. citizenship or permanent residency, required by federal regulations of persons serving as DSO or ARO, is necessary.

Working knowledge of U.S. immigration regulations related to international educational exchange is necessary.

Experience with SEVIS utilizing the batch system is strongly preferred.

One year supervisory experience is strongly preferred.

The George Washington University is an Equal Opportunity/Affirmative Action Employer.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.