TITLE: SEVIS Coordinator

DEPARTMENT: Admissions and International Programs

FUNCTION: Responsible for ensuring full compliance with all aspects of the Student and Exchange Visitor Information System (SEVIS) in the International Student Center (ISC). Oversees compliance of all immigration regulations in the SEVIS system. Track and maintain student records in SEVIS, under the supervision of the Principal Designated School Official (PDSO).

REPORTS TO: Managing Director, Admissions and International Programs

SUPERVISES: Supervises and trains part-time student aides. Manages time sheets and organizes schedules.

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Serves as a Designated School Official for the College and advises students on F-1 government regulations.
2. Reviews Initial/Transfer/Change of Status/Reinstatement applications documents and enter recommendation into SEVIS database.
3. Creates DATATEL and SEVIS records for F-1 international students admitted to the College and for their F-2 dependents according to Department of Homeland Security requirements.
4. Updates SEVIS records for all initial F-1 students and F-2 dependents each semester and as needed through the semester. Contact students for required information as needed.
5. Monitors SEVIS alerts and lists daily. Takes action on SEVIS as needed.
6. Submits daily batch transmission to SEVIS database. Reviews all records submitted. Reviews any holds created on student records and advises PDSO. Takes action as needed, which may include contacting students and/or updating student records.
7. Prepares reports from SEVIS and import to DATATEL.
8. Contacts SEVIS Help Desk to report system problems and errors on student records.
9. Performs additional tasks or duties as assigned by the Managing Director or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Communication
• Customer and Student Focus
• Building Relationships
• Organizing
• Planning

**Education:** High School Graduate or equivalent. Associates degree preferred.

**Experience:** At least two years of experience as a Designated School Official (DSO) on SEVIS (Student/Exchange Visitor Information System) from the Department of Homeland Security. At least one year experience working with database management. At least one year of experience working with immigration regulations for F-1 international students and F-2 dependents. Experience with J-1 students also desirable.

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by: _____________________ Date: ____________
Name/Title

Approved by: _____________________ Date: ____________
Name/Title

Reviewed by: _____________________ Date: ____________
Human Resources

Board Approval: _____________________ Date: ____________
Board Approval

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE