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| **Employee Details** |
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| Employee First Name  |    |
| Employee Last Name  |    |

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| **Position Information** |
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| Item Number  |    |
| Approved Position Title:  |  |
| Proposed Class Code/Title:  |     |
| Department  | AA J0401 - UNDERGRADUATE ADMISSIONS    |
| Campus:  | Stillwater    |
| Position Type:  | Staff    |
| Exceptional working conditions:  | Evening activities and weekend work is required periodically to meet deadlines for admissions operations and to meet department demands including on-campus outreach, conversion and yield activities.    |
| Please list the job titles and number of employees supervised.  |    |
| Proposed Hiring Range:  |   |
| Payroll Type:  | Biweekly    |
| **REQUIRED:**  |    |
| Describe any exposure to physical danger and/or environmental hazards:  |    |
| Describe any physical requirements:*(lifting and repetitive motions)*  |    |
| Degree:  | Bachelor's    |
| Field of Study:  |    |
| Experience:  | Three years work related experience. To include diplomatic communication skills, cultural sensitivity, computer proficiency, student service experience, knowledge and experience of American University system and immigration guidelines.    |
| Certifications, Registrations, or Licenses Please list any certifications, registrations, or licenses required as a prerequisite of employment.  | Valid Driver's License required    |
| Skills, Proficiencies and KnowledgePlease list the skills, proficiencies and knowledge needed to perform the essential duties of the position.  | Organizational skills, attention to detail, demonstrated effective oral and written communication skills and the ability to work effectively in a team setting are essential for this position.    |
| **PREFERRED:**  |    |
| Degree:  | Master’s    |
| Field of Study:  |    |
| Experience:  | International student services, Foreign Language(s)   |
| Faculty Appointment Length:  | No Response    |
| Hiring Official Name:  |    |
| Hiring Official Phone:  |    |
| Staff Appointment Length:  | Further Notice    |
| Hiring Official Email:  |    |
| Search Committee:  |    |
| FTE:  | 1.00    |
| Certifications, Registrations, or Licenses Please list any certifications, registrations, or licenses preferred as a prerequisite of employment.  |   Designated School Official (after hire) |
| Position number:  |     |
| Skills, Proficiencies and KnowledgePlease list the skills, proficiencies and knowledge preferred to perform the essential duties of the position.  | Organizational Skills, Cultural Sensitivity    |
| Eligibility for Benefits:  | Full Benefits    |
| Advertised Pay Range:  |    |
| Please indicate the race, sex, salary and date vacating for the person leaving this position:  |    |
| Start date:  |    |
| Appointment dates:  |    |
| End date:  |    |
| Job Summary:  | Provide necessary support services for prospective/admitted international sponsored students. Maintain working relationships and communication with sponsoring agencies, embassies, companies, and individuals. Serve, promote and represent the University by being a point of contact for prospective international sponsored students. Discuss policies/procedures required for admission and transfer credit procedures. Provide support regarding the admission of prospective domestic/international freshman and transfer students. Provide support regarding the issuance and disbursement of initial immigration documents. Evening activities and weekend work is required periodically to meet deadlines for admissions operations and to meet department demands including on-campus outreach, conversion and yield activities.    |
| Department address:  | Office of Undergraduate Admissions 219 Student Union Stillwater, OK 74078    |
| Immediate Supervisor:  | Jeffrey R. Hartman |
| Supervisor's Telephone Number:  | 744-9346 |
| Supervisor's Title:  | Sr. Associate Director of Admissions   |
| Position Number of Supervisor:  |    |
| Background Check Type:  | Criminal History Records CheckMotor Vehicle Records Check    |
| If Other, please specify:  |    |
| Departmental users with permission to access position information (include all departmental HMs and contacts accessing this position)  | Hunt, DuaneWhitmore, DonnaHartman, JeffreyCrenshaw, NellieCaselman, KellyChen, Hsiao-Ling |
| Department Preferences:  |    |
| Justification:  |    |
| Starting Pay  |    |
| I hereby certify that the recruitment effort followed University Equal Employment Opportunity/Affirmative Action Policy. Race, color, creed, sex, national origin, veteran status, or disability was not considered among the factors which led to the choice of the person selected to fill position. Records of all recruiting efforts (Applications, personal contracts, publicity, and telephone call records) will be kept for three years. Additionally, I affirm that adequate reference checks have been conducted regarding the professional qualifications and credentials of the applicant.  |    |

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| **Major Responsibilities** |
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| Percent of Duty Total: **100****4** Records  |
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| **% of Time**  | **Responsibility / Duty**  |
| **45** | Provide necessary support services to prospective/admitted international sponsored students. Grow and maintain working relationships and communication with sponsoring agencies, embassies, companies, and individuals. Grow and maintain working relationships with college based academic advisors in regards to necessary documentation for admitted international transfer sponsored students. Discuss policies/procedures required for admission and transfer credit procedures. |
| **20** | Evaluate international undergraduate transcripts (freshman and transfer) to determine if the applicant meets admission standards. Admit international freshman and transfers utilizing established university admission standard, guidelines and criteria. Evaluate international student’s transfer credit from their pervious institution and assign equivalent OSU credit.  |
| **20** | Conduct the issuance and disbursement of I-20 documents for all newly admitted undergraduate students. Communicate with international applicants/admits to resolve any issues related to their application or supporting documentation. |
| **10** | Serve, promote and represent the University by being a point of contact for prospective students, families and sponsoring agents. Discuss policies/procedures required for admission, housing, scholarships/financial aid with prospective students, families and sponsoring agents. Proactively anticipate student needs and respond appropriately. Participate in the development and execution of on and off-campus recruitment, conversion and yield activities/events designed to market Oklahoma State University to prospective freshman (and transfer) students.  |
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| **5** | Other Duties as Assigned |
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| **Working Conditions** |
| No Records Found |
| **Additional Responsibilities** |
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| **1** Record  |
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| **Description**  |
| **Support OSU's mission and work toward fulfillment of vision and goals for OSU and the Division of Enrollment Management and Marketing; exemplify in performance and behaviors OSU's values and stewardship of resources.Participate in professional development and training opportunities made available in order to maximize productivity and effectiveness.Maintain safe, clean and pleasant work area by eliminating clutter and complying with rules and procedures.Consistently portray a professional image in personal appearance, dress and communication.Maintain confidences and protect security of operations by keeping information confidential and equipment / facilities secure.Maintain and promote positive work environment by behaving and communicating in a manner that is respectful of students, co-workers, supervisors, customers and clients.TEAMWORK: Promotes a positive work environment by behaving and communicating in a manner that is respectful of others. Encourages cooperation, collaboration, and co-ownership of success. Communicates honestly and openly, listens attentively, and assumes responsibility for resolving difficulties appropriately. Supports diversity in establishing relationships in which all individuals are valued, appreciated and included.PROFESSIONALISM: Exhibits a courteous, conscientious and businesslike manner in the workplace. Actively endorses and supports OSU's mission and works for fulfillment of vision and goals while acknowledging the contribution of ethical and scholarly questioning in an environment that respects the rights of all too freely pursue knowledge. Seeks excellence in all endeavors and is committed to continuous improvement. Seeks knowledge that will provide skills that enable improved job performance. Schedule and participate in at least two hours each week for training including seminars/workshops, reading materials, practicing competency and computer courses or hands-on practice.SERVICE: Contributes to the success of others by responding to others in a courteous, timely and accurate manner, seeking assistance when necessary to create a positive OSU experience that exceeds the expectations of students, and internal and external contacts. Understands performance directly affects the future of OSU and strives to perform to enhance the OSU experience. Remains positive when changes are made to procedures, environment or responsibilities.STEWARDSHIP: Accepts responsibility for the public's trust and is accountable for individual actions. Demonstrates efficient and effective use of time, equipment and other resources. Maintains confidences and protects security of operations by keeping information confidential and equipment/facilities secure. Works in a safe manner using safety equipment and procedures as appropriate and encourages others to do the same.** |

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| **Education and Experience** |