



Position Title: International Relations Officer

Reports To: Campus Deans

Classification: Exempt

WC Code: 8869

Position Type: Fifth Level Administrator

Major Responsibilities: Identify, recruit and generate qualified potential international student leads specifically targeting the international market segment. Develop, foster and promote international outreach activities to create exposure and branding of the institution. Ensure that all international recruitment and enrollment activities are conducted within the parameters established by the admissions requirements stated in the catalog, as well as in the University's Code of Ethics. Create agreements with international agents.

Specific Duties and Responsibilities:

1. Read, understand and comply with the University's mission, the catalog, the University's policies and procedures, the Staff Handbook and institutional effectiveness process.
2. Responds to communications (email/voicemail) on a daily basis.
3. The International Relations Officer will have knowledge of the Colleges/University objectives, requirements and content of all programs of study offered in order to present, complete and present information to prospective students both internationally and domestic as well as records management.
4. Responsible for initiating, planning, scheduling, interviews for prospective students.
5. Provide information about immigration requirements for Admission to students.
6. Audit students records and trails prior to submission to the registrar's office ensuring records are thoroughly complete per "Homeland Security", "University requirements".
7. Create a prospective student file for each visa applicant for preparation of a VISA (I-20) form for new students.
8. Recruit students via email, events, seminars and agents overseas. (Create a database of international agents overseas that would be able to connect FNU with prospective students internationally.
9. External Agents were recruited via the following methods:
 - Via emails
 - Word of mouth by prior students
 - ICEF Agents Events – Attend seminars offered. ICEF connects educators, agents, industry service providers, and work and travel professionals to key market and networks worldwide supporting the growth and development of international education and global student mobility. (<http://www.icef.com>)

- www.agentschat.com, is available for Agents, Education Providers and students. (Social Media Outlet)
 - Some of the countries recruited were: Asia, Cameroon South Africa, China, Thailand, Brazil including Central and South America, Jamaica, Bahamas, Turks and Caicos Island (these countries offer scholarships for students wanting to study abroad at recognized US Colleges/University's by their Ministry of Education.
 - External Agents are contacted and contracted via email for any program(s) approved by SEVIS.
 - I have access to international agents of which I have used in the past where I have knowledge and contact for recruiting external students.
10. Contact College and University officials abroad via email and phone calls introducing FNU for prospective students.
11. Conduct external outreach recruitment events for prospective students overseas at specific locations that would be reserved with international corporations.
12. Recruit local and international agents for contacts in return for enrollment of students.
13. Recruit (ESL) students overseas for the preparation of the English language. Upon completion of the intensive English program the students would then enroll into a degree seeking program. FNU's (ESL) certificate program must meet SEVIS (Student and Exchange Visitor Information System) requirements.
14. Contact local schools for probable articulation agreements like Embassy CES, The Language Institute, for students who have completed their language program specifically for entrance into a degree seeking program. (ESL, program would NOT be offered to students transferring to FNU).
15. Support and participate in University Commencement Ceremonies.
16. Participate in the self studies and committees conducted by the university.
17. Performs other duties as assigned.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities required for this position in each Campus at all times. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.

To apply for this position please click on the link below:

<https://workforcenow.adp.com/jobs/apply/posting.html?client=fnuedu>