INTERNATIONAL LEADERSHIP OF TEXAS

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

Job Title: International Teachers Specialist
Reports to: Director of International Teachers
Dept./School: International Teachers

Exemption Status/Test: Exempt
Date Revised: 08/2023

Primary Purpose:

The International Teachers Specialist supports the administration of the J-1 International Teacher Program.

Qualifications:

Education/Certification:

- High School degree/GED required
- Bachelor's Degree preferred
- Must possess U.S. Citizenship or Lawful Permanent Residency, as mandated by Federal Regulations

Special Knowledge/Skills:

- Excellent organizational and data management skills
- Strong servant leadership skills with ability to anticipate and resolve problems with own initiative
- Ability to establish rapport and relationships through effective communication
- Ability to work independently and effectively as part of a team
- Strong and concise verbal and written communication
- Bilingual (Chinese and/or Spanish) required

Experience:

- Minimum of two (2) years of experience working in a fast-paced office environment
- Administration of an Exchange Visitor Program preferred
- Experience in SEVIS (Student & Exchange Visitor Information System) and US immigration laws, regulations and processes required by the Department of State and Department of Homeland Security preferred
- Experience as Alternate Responsible Officer preferred

Major Responsibilities and Duties:

- Serve as ILTexas' J-1 Designation Alternate Responsible Officer by administering the program in compliance with the Exchange Visitor Program regulations.
- Ensure Designation follows all local, state, federal and professional requirements applicable to the program category and to the activity for which they are designated.
- Screen and select program participants by adhering to federal regulations and criteria, as well as ILTexas' recruitment requirements.
- Prepare and submit pertinent sponsorship documents required before, during and after the program for Exchange Visitors and their dependents, including but not limited to DS-2019, visa supporting letters, non-objection certification, etc.
- Maintain accurate and complete records of all Exchange Visitors and their dependents' medical insurance requirements.

- Facilitate pre-arrival, arrival and departure orientations regarding program regulations, sponsor and participants' responsibilities and other relevant information.
- Support in: a) relocation and onboarding efforts during Exchange Visitors and dependents' arrivals, b) cultural activities planned throughout the program's duration, c) program ending and departure logistics.
- Meticulous upkeep of all recurring, required actions such as filing of Exchange Visitors Program Extension, Annual Report to the Department of State, Redesignation of Program and Travel Validations for Exchange Visitors.
- Ensure that all requirements of the Student and Exchange Visitor Information System (SEVIS) are met by maintaining accurate and current records of all Exchange Visitors.
- Keep abreast of frequently-changing state and federal regulations, and USCIS and Department of State protocols by reading and researching official resources such as: BridgeUSA Information Bulletins, Sponsor News and Notifications, Code of Federal Regulations, etc.
- Advise and assist program participants to facilitate the successful completion of their programs ensuring the program participants and stakeholders meet all government policies and regulations, communicate with current teachers regarding visa rules and regulations.
- Build and foster relations through managing situations, needs, and inquiries from new and current international guest teachers on an ongoing basis.
- Track and upkeep documents such as Welcome Packets and other Exchange Visitors Program informational materials
- Create newsletters and updates throughout the school year
- Support in planning and executing of annual J-1 activities and events
- Traveling to program sites and events throughout the year in the DFW, Houston and College Station areas
- Availability for working some evenings and weekends is required.
- Work under pressure to meet deadlines.

Additional Duties:
Any and all other duties assigned by immediate supervisor.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by Date

Received by _____ Date _____