



University of New Haven

**SEVIS Coordinator
Enrollment Operations
Search #21-46A**

The University of New Haven, founded on the Yale campus in 1920, is a private, coeducational university that has been recognized by The Princeton Review and U.S. News & World Report for academic excellence. Located between New York City and Boston in the shoreline city of West Haven, the University is a diverse and vibrant community of nearly 7,000 students from across the globe.

Within the University of New Haven's colleges and schools, students immerse themselves in a transformative, career-focused education across engineering, health sciences and healthcare, business, law enforcement and public service, the liberal arts and sciences, and the fine arts.

More than 100 academic programs are offered, all grounded in a longstanding commitment to collaborative, interdisciplinary, project-based learning. The University of New Haven ranks among the top universities in the Northeast and boasts nationally ranked programs in a number of majors across business, criminal justice, health sciences, engineering, cybersecurity, forensic science, and the liberal arts and sciences.

Here, the experience of learning is both personal and pragmatic, guided by a distinguished faculty who care deeply about individual student success. As leaders in their fields, faculty members provide the inspiration and recognition needed for students to fulfill their potential and succeed at whatever they choose to do.

Under the leadership of President Steven H. Kaplan, who was named the sixth president in 2004, the University has experienced significant growth — both in enrollment and in the expansion of the University's West Haven campus. Full-time undergraduate enrollment has more than doubled, and first-year applications have nearly quadrupled.

Over the last decade, the University has completed more than \$300 million in major capital projects while launching 26 new academic programs. The University has also added campuses in Tuscany, Italy, and Orange, Conn.

For more background on the University of New Haven please visit: www.newhaven.edu

The University of New Haven: [Campus tour given by students and an overview message from President Steve Kaplan.](#)



SEARCH DESCRIPTION:

The SEVIS Coordinator is responsible for the coordination of SEVIS-related activities for the University Immigration Services Office, and manages the federally-reportable international student data, including the flow of large amounts of data in Banner, Argos, ISSM and preparing batch submissions to SEVIS. This individual also advises F-1 and J-1 international students with regards to their visa status, provides document services and assists with intercultural programming. Reporting to the Executive Director of University Immigration Services, this individual serves as a designated school official (DSO) and alternate responsible officer (ARO) within the area of international student and scholar services situated in the Division of Student Affairs.

CORE DUTIES:

- Manages federally-reportable international student data, including the flow of large amount of data in Banner, Argos, ISSM, and prepares batch submission from ISSM to SEVIS, ensuring reporting compliance with federal regulations related to F-1 and J-1 international students.
- Collaborates with internal and external staff to ensure that accurate data is collected and maintained in appropriate databases Provides accurate information as requested by the U.S. Department of Homeland Security (DHS) and the U.S. Department of State (DOS) in accordance with federal regulations, FERPA (Federal Educational Right to Privacy Act) guidelines, and campus policies.
- Reconciles data inconsistencies among three systems, Banner, ISSM and SEVIS to ensure integrity of data and timely and accurate data submission to the Department of Homeland Security for students.
- In cooperation with the Executive Director, coordinates the handling of SEVIS events resulting from data errors.
- Tracks international student course registration and notifies students whose enrollment does not meet with requirement of their nonimmigrant status.
- Coordinates the daily tasks associated with SEVIS management, including, but not limited to: data uploads and downloads, SEVIS document management, daily alerts, etc.
- Oversees the OPT and STEM OPT student applications and provides training and resources to students preparing I-765 applications.
- In coordination with the Executive Director, prepares the annual Open Doors Report, provides campus international student and scholar statistics along with periodic reports on student-related immigration document creation, registration events, and status maintenance.
- Conducts internal audits of student files and database records.
- In collaboration with other campus departments, produces scheduled reports, letters, and other correspondence related to SEVIS system and federal compliance. Periodically advises
- international students and scholars on campus policies and federal regulations as they pertain to SEVIS.
- Serves as a Designated School Official (DSO) for routine SEVIS record maintenance and record updates.



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- Understands and keeps current with immigration regulations as they pertain to the SEVIS program, and helps the ISO effectively communicate regulatory changes and updates to students and the affected campus offices.

ADDITIONAL DUTIES:

- Assists in the advising of international students, especially with regards to immigration documents and processes requiring SEVIS reporting and/or USCIS adjudication, such as applications for employment authorization and reinstatement.
- Assists in providing services to international students in the day to day operations of the International Students Office.
- Assists the Executive Director in pulling data from various campus platforms, gathering assessment data and reporting for the International Students Office.
- Other duties as assigned.

QUALIFICATIONS, KNOWLEDGE, SKILLS, ABILITIES

- Must be a U.S. citizen or permanent resident in order to serve as a Designated School Official (DSO) as required by federal regulations.
- Bachelor's degree in international education or comparable field, or computer-related field or equivalent experience. Masters degree and experience working in higher education preferred.
- Must have 1-3 years experience working with computer databases and other computer processes and have excellent skills with database programs, data management, as well as with software applications such as word processing, spreadsheets and internet applications.
- Strong attention to detail and problem-solving skills. Must be able to logically process new information within the International Students Office SEVIS management procedures and propose solutions to maintain effective services.
- Maintain the confidentiality of personal and sensitive information.
- Excellent interpersonal, oral, and written communication and organizational skills. Excellent customer service and public relations skills.
- Demonstrated ability working as a productive member of a team and ability to show initiative and work independently, accurately and with attention to detail.
- Demonstrated ability in interpreting and communicating complex regulations.
- Ability to help others from diverse cultures who have various levels of English proficiency.

University of New Haven Diversity, Equity, Inclusion, and Belonging Vision

The University of New Haven is an Equal Opportunity Employer and a diverse institution which celebrates, respects, and values individuals of all social identities. We believe that as members of the university community, our socio-cultural differences ignite intellectual growth and foster a culture of understanding that embraces our ever-changing society.



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HOW TO APPLY:

If you have the qualifications we are looking for and are interested in working for an institution where the experience of learning is both personal and pragmatic and one that is guided by a distinguished faculty who care deeply about individual student success, we want to hear from you! Please submit a cover letter, resume, and three references, all of which will remain confidential, to HRDept@newhaven.edu.

If you have any issues with this submittal, please contact us at HRDept@newhaven.edu.