Scholar Services Associate, Office for International Students and Scholars
(Miscellaneous Wage position)

About OISS:
The Office for International Students and Scholars (OISS) is the designated office at the University of Delaware to provide immigration advising and support services to more than 4,250 international students, scholars and family members from over 100 countries. OISS serves the international community in the following ways:

- Provide advising services on U.S. immigration and government regulations.
- Provide orientation and other programs that help with integration and adjustment to the academic, cultural and social life at UD.
- Collaborate with and advise UD departments on non-immigrant compliance issues across campus.

Scholar Services Associate Opportunity:

The Scholar Services Associate will provide clerical and project assistance to the Office for International Students and Scholars, in supporting of student and scholar services. The person in this position will report to the Assistant Director, Scholar Services at OISS.

Responsibilities:
- Assist OISS advisors in processing requests and compiling documents requested by international students and scholars.
- Update OISS information systems and databases.
- Respond to basic inquiries from the international community via email, phone or at the front-desk.
- Support the office’s administrative tasks as needed, including assistance at the front desk and reception area.
- Assist with document scanning and filing duties.
- Mail packages to visiting scholars and USCIS.
- Assist with government check-in of new scholars.
- Assist the Assistant Director, Scholar Services in assembling H-1B petitions.
- Other clerical and office duties as assigned.

Qualifications:
- Demonstrated previous commitment to student services, leadership and engagement.
- Excellent attention to detail and strong organizational and planning skills.
• Ability to take initiative, work independently, and manage deadlines without being reminded.
• Intermediate proficiency with Microsoft Word, Excel and familiarity with web-based software.
• Excellent communication and interpersonal skills.
• Experience working with culturally diverse groups.
• Interest in government policy and immigration regulation.

Commitment/Schedule:
• 28 hours per week.
• Position will be during the hours of 8:00 AM to 5:00 PM, Monday through Friday.
• Start date: as soon as possible.
• A set schedule will be established upon selection of and discussion with the candidate.

Learning Outcomes:
• A close look at the profession of international student and scholar services and the functions of the Office for International Students and Scholars at UD.
• Training in U.S. immigration regulations pertaining to international students in F and J visa status, scholars in J and H-1B status.
• Experience working with several OISS partner offices across campus.

Applying:
• Submit a resume/cv to coleman@udel.edu. Applications without resume/cv will not be considered.

Contact information:
Office for International Students and Scholars
University of Delaware
26 E. Main St.
Newark, DE 19716
Phone: 302-831-2115
Fax: 302-831-2123
oiss@udel.edu
www.udel.edu/oiss