Job Posting

Admissions Assistant / International Student Liaison (Cisco)

Date Posted: May 18, 2016
Posting End Date: Until Filled

Cisco College is accepting applications for the position of Admissions Assistant/International Student Liaison. Minimum qualifications for this position include an Associate’s Degree, good organizational skills, effective verbal and written communication skills, and the ability to work collaboratively as a team member. This is a full-time, 12-month position plus benefits. Applications will be accepted until the position is filled. Resume packages will be received via mail, fax, and email, but email is preferred.

A complete resume package must include a cover letter, completed and signed Cisco College Application (available on the “Employment” Page of our website at www.cisco.edu), resume, and unofficial copy of transcript. Please ensure all required documents are included with your submission. Incomplete packages will be returned unprocessed.

Please submit your resume package to:

Pam Page
Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 76437
Office: 254-442-5121
Fax: 254-442-5100
pam.page@cisco.edu

Cisco College is an Equal Opportunity Employer
Job Title: Admissions Assistant/International Student Liaison  
Reports to: Dean of Enrollment Services  
Classification: D Level/Specialist II  
Last Updated: 05/17/2016

Job Summary

The Admissions Assistant/Liaison is responsible for the coordination of International students and reporting status to the INS, the organization of graduation exercises, and basic office duties. Responsibilities also include responding as appropriate to students enrolled in distance learning opportunities through the college.

The Assistant/Liaison will be expected to accomplish assigned duties in an efficient, effective and competent manner, and to strive for improvement and excellence in all work performed. Additionally, CC employees are asked to demonstrate a commitment to the comprehensive role of the community college as stated in the College Mission, and to cooperate and work harmoniously with College personnel and the public. All CC employees are expected to follow College policies, rules, regulations, and guidelines.

Primary Duties

1. International Students: follow guidelines/rules/laws set by the state and federal governments and Cisco College

   International Student Admissions:
   - Collect and approve all international student required information
   - Continuous contact with students via phone/email/mail in order to create their file prior to their acceptance to CC, and maintain their records while they are here
   - Monitor students to confirm continued full time status during each semester
   - Complete required documentation for transfer to other colleges and transmit by fax/letter

   SEVIS Responsibilities:
   - Data entry for each International student attending Cisco College: student information to create initial I-20, registration within 30 days of the program start date for each semester, updates on any address changes within 10 days of change, any changes in student status, deferments, special attention to any alerts that may have been posted, update PDSO’s password every 45 days, transfer-ins and transfer-outs

2. Admissions Office:

   Student Admissions:
   - Process Education Verifications
   - Answer calls about Cisco College and registration information.
   - Assist people at the Admissions Office counter.
   - Data entry in Poise for adds/drops/withdrawals
   - Assist with registration at both Cisco and Abilene campuses.
• Word Processing for the Dean of Enrollment Services

3. College Graduation Ceremonies:
• Responsible for organizing and planning graduation ceremonies
• Notify faculty/staff regarding academic regalia
• Gather information for list to submit regalia order to Oak Hall
• Track which board and faculty members will participate in the various ceremonies, and notify them of times/dates to arrive
• Distribute regalia
• Reserve all necessary facilities for ceremonies, and communicate with Abilene Center regarding reservation of facilities in Abilene
• Return regalia to Oak Hall after ceremonies
• Create and print information packets to distribute to students at graduation practice
• Prepare venues for graduation ceremonies
• Organize and submit graduation program for formatting, editing, and printing

4. Other duties as assigned

Minimum Qualifications

1. Experience working with diverse people preferred.
2. Good written and verbal communication skills.
3. Ability to work collaboratively with others.
4. Associate’s Degree

For candidates who do not meet the minimum qualifications, a combination of education and experience providing comparable knowledge and abilities will be considered.