

Cisco College

Job Description

Job Title: Enrollment Services Assistant/International Student Liaison

Reports to: Registrar

Classification: Professional Level I

Job Summary

The Enrollment Services Assistant/Liaison is responsible for the coordination of International students and reporting status to the appropriate federal agencies, assist with graduation activities, 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 students' 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/Jenzabar for adds/drops/withdrawals
- Complete admissions process for newly admitted students which includes working all received transcripts, shot records, test scores, and other documents as needed for admissions.

3. Other duties as assigned

Minimum Qualifications

- Experience working with diverse people preferred.
- Good written and verbal communication skills.
- Ability to work collaboratively with others.
- Basic computer skills
- 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.

Reviewed: 4-22-26 Updated: 4-22-26
