

Position Description

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| Job Title: | Program Officer I: Immigration and Report Specialist | Grade: | 82 |
| Incumbent: | Vacant | Reports to: | Assistant Director Foreign Fulbright Program Division |
| Division: | Foreign Fulbright Program Division | Department: | Student Exchange Programs |

Purpose of Position: Provide operational support for services provided to grantees and other sponsor activities to meet the demands of the Fulbright program cycle. Serve as Alternate Responsible Officer and work with Senior Program Officer for Global Operations on SEVIS compliance issues. Responsible for supporting for FFPD staff in creating reports.

Responsibilities:

- A. Alternate Responsible Officer for exchange visitor programs #: **G 1-0001** responsibilities are defined in the Code of Federal Regulations. Must possess a comprehensive knowledge and thorough understanding of exchange visitor regulations and, based on such knowledge and understanding, be able to interpret the regulations in order to advise and assist exchange visitors.

Responsibilities include the following:

- Review applications for exchange visitor sponsorship for compliance with the regulatory categories of participant eligibility
 - Review accuracy of SEVIS data entry by program staff and determine adequacy of back-up documentation
 - Manage IIE's SEVIS web application and approve or close events in a timely fashion
 - Monitor the flow of exchange visitor data for "incompletes" and "denials"
 - analyze data when errors occur
 - report SEVIS application errors and identify problem situations to SEVIS Issues and the SEVIS Help Desk, as appropriate
 - report all cancelled forms and transfer in exchange visitors immediately to SEVIS Issues
 - Monitor the exchange visitor program lists and alerts in Real Time Interactive and keep staff informed of various matters, including, but not limited, to the following:
 - when exchange visitors have entered the U.S.
 - when exchange visitors are within 30 days of their SEVIS start date
 - when exchange visitors are within 60 days of their SEVIS program end date
 - when J-2 dependents are nearing their 21st birthday
 - when the allotment of forms is running low
 - Train all new staff in the program units to use the SEVIS module and the IIE SEVIS web application
- B. Responsible for coordinating and communicating with overseas offices regarding applications and supporting documents submitted during the Foreign Fulbright award cycle.
- Communicate with overseas offices regarding missing documents, submissions and admission/placements decisions
 - Coordinate preparation of new applications for photocopying and passing to ECA, the Placement Division and EPD
 - Work with outside vendor to ensure accurate copying of applications and support documents
 - Photocopy and pass missing documents, including ETS test scores

- C. Write/prepare all required reports and statistical updates as requested by sponsors and/or IIE senior staff:
- Write divisional reports as needed to meet sponsors requests
 - Provide support and training for FFPD staff in using IIE Reporting Writing system
 - Work with Senior Program Officer for Global Operations on annual reports for Department of State
- E. Assist with other day-to-day responsibilities of Global Operations team

Knowledge and Skills:

To be considered a candidate for the position, an applicant must have:

- Bachelor's degree required and 2 years of progressive responsibility
- Direct experience of J-1 Exchange Visitor Program policies
- Excellent word processing, familiarity with Windows & P.C. based programs
- Strong communication skills and a thorough knowledge of business English
- Exceptional organizational ability and detail management
- Ability to work independently and under pressure

Supervision Received: Works under direct supervision. Work is spot-checked but volume prohibits total review.

Supervision Exercised: Some supervisory responsibilities. Along with Assistant Director supervise Program Administrator staff members. In Assistant Directors absence, will advise World Area staff on immigration issues.

Internal/External Contacts: Has frequent contact with internal staff up to the management level within the Student Exchanges Department as well as Administration Services.