

Immigration Career Ladder Matrix

	Immigration Specialist Family				
Job Title	I-9 Clerk	Immigration Specialist I	Immigration Specialist II	Sr Immigration Specialist	Dir, Immigration Services
Job Code	MS0023	MB0208	MB1455	MB0355	MB1446
Pay Grade	9	43	44	45	49
Position Summary	This role is responsible for providing analysis and resolution for an I-9 conversion project. This role is responsible for independent action within the context of meeting USCIS I-9 regulations and electronic I-9 software recommendations, as well as meeting the overall compliance of the project.	This role is responsible for providing advice and support to international students, scholars, physicians, Academic departments, and administration. This role is responsible for employment-based and student visa document processing and monitoring.	This role is responsible for providing advanced immigration advice and support to international students, scholars, physicians, academic departments and administration. This position is responsible for processing, maintaining data and monitoring work authorization for a wide range of employment based immigration statuses, interacting with government officials and managing departmental projects.	This role is responsible for providing advanced immigration support and advice to international students, scholars, physicians, academic departments and administration. This role designs and coordinates multiple office procedures and provides overall vision and implementation of sunapsis database management and functionality. This role is responsible for employment-based contingent worker visa processing and provides critical immigration support to the Office of Graduate Medical Education.	This role is responsible for the overall strategic direction, daily business operation, and policy development of the HR-Immigration Service Office. This role will lead the Immigration services office team in support of immigration compliance, planning, interpreting and coordinating visa processing within the scope of relevant federal regulations.
Essential Functions /Scope	<ul style="list-style-type: none"> *Participate in immigration projects and coordinate tasks in accordance with project objectives *Review and document every I-9 for accuracy and remediate as needed *Coordinate termination reports and maintain accurate retention schedule batch processing in coordination with HRIS *Document and maintain records of current project plans, decisions, project reports, schedules, budgets, cost tracking reports and other pertinent records *Prepare spreadsheets multi-media presentations, statistical, and financial reports for presentation 	<ul style="list-style-type: none"> *Process appropriate documentation for obtaining, maintaining, and extending J-1, F-1, TN, or H-1B visa status for students and scholars *Liaison with the departments of Homeland Security (DHS), Labor (DOL), State (DOS), other federal and state agencies and private organizations. *Provide support to the director of immigration in the development of internal policies and procedures related to the international population *Work with HR colleagues and departments to facilitate on-boarding process, including employment I-9 and tax processing 	<ul style="list-style-type: none"> *Responsible for employment-based and contingent worker visa processing through the Student and Exchange Visitor Information System (SEVIS) and Department of Homeland Security (DHS) adjudications *Mentors Immigration Specialists in internal reporting functions and within specialized area of GMA visa processing *Responsible for numerous internal reports to various departments to insure proper dissemination of immigration-related data *Organizes and attends cultural activities for applicable international employees and visitors *Organizes and presents 	<ul style="list-style-type: none"> *Advise students, scholars, faculty and department in accordance with US immigration regulations *Decide how visa petitions or SECIS records should be handled and process in accordance with US immigration law *Maintain immigration records in accordance with internal policy, federal, and state law, and ISO/HR Business practices *Ensure process improvement, data entry compliance and functionality of sunapsis case management system through audit reports, staff training, and developing clear business practices *Renew GMS resident and fellow visa sponsorship on an annual basis 	<ul style="list-style-type: none"> *Provides strategic planning, advice, and guidance for UMMS on immigration-related options, requirements, policies, and procedures. *Facilitate and ensure compliance with university and federal policies, procedures and regulations regarding immigration and visa related issues. *Review, establish, communicate and implement related policies, systems and procedures for employment based immigration *Manage and supervise hiring, training, professional development and evaluation of Immigration Services staff *Oversee annual ISO billing and develop and administer immigration service budget *Build effective partnerships
Required Qualifications	<ul style="list-style-type: none"> High School diploma 1-2 years of related experience Ability to work in a team Excellent oral and written communication skills 	<ul style="list-style-type: none"> Bachelor's degree in a related field, or equivalent experience 3 years of experience in immigration advising to international students, and/or scholars or employees Experience working with U.S. immigration regulations, particularly J-1, H-1B, and F1 regulations Excellent organizational and customer service skills, and the ability to pay close attention to detail. 	<ul style="list-style-type: none"> Bachelor's degree in a related field, or equivalent 5 years of experience in higher education, including experience as a Designated School Official and/or Alternate Responsible Officer or related immigration advising experience working with international students and/or scholars Experience working with U.S. immigration regulations, particularly J1, F1, and H1B regulations Strong knowledge of PeopleSoft, Excel, and Microsoft office 	<ul style="list-style-type: none"> Bachelor's degree in a related field, or equivalent 5 to 10 years of experience with complex immigration issues. Experience working with U.S. immigration regulations, particularly J1, F1, and H1B regulations Strong knowledge of PeopleSoft, Excel, and Microsoft office 	<ul style="list-style-type: none"> Bachelor's degree in Business, International Relations, or Education with a concentration in human resources 5 to 8 years of experience with complex compliance and/or regulatory immigration and visa functions in an academic or employment setting
FLSA Status	Non-exempt	Exempt	Exempt	Exempt	Exempt
Promotional Process	Requisition	Requisition	Requisition or in-family promotion from Immigration Specialist I	Requisition or in-family promotion from Immigration Specialist II	Requisition Stand alone position not considered part of any job family