

**Job Title:** Assistant Director, International Institute  
**Location:** Mississippi College, Clinton, Mississippi (On-Campus)  
**Department:** International Institute  
**Supervisor:** Dr. Richard Ladner, Director, International Institute

**Position Summary:**

The Assistant Director of the International Institute provides recruitment efforts, and admission and immigration processing for Mississippi College's international students (and potentially other international visitors). This role involves recruiting international students, admissions document processing, and the use of the SEVIS platform for processing documents for immigration and maintenance of status for international students. This role will liaise with MC's Admissions and Registrar's Offices, along with other institutional and external partners.

**Key Responsibilities:**

1. **Immigration Processing:** Serve as Designated School Official (DSO) and Alternate Registered Official (ARO) for Mississippi College. Process immigration documents and requests through the Student and Exchange Visitor Information System (SEVIS) platform. Maintain international student records and support students through immigration matters, while adhering deadlines and regulations. Process, transfer, enter, sign, and/or issues various I-20 forms, depending upon the nature of the immigration need. Communicate with students related to policies, procedures, visa status, and other institution, state, or federal changes.
2. **Admissions Processing:** Use the Slate system to process international student admissions applications. Liaise with MC's Registrar's Office to ensure effective admissions processes.
3. **Student Recruitment:** Establish and maintain international student recruitment efforts through webinars, emails (including Slate), personal contact, and other means. Liaise with MC Admissions to establish and maintain effective recruitment outreach communications and processes, while adhering to industry best practices and the specific needs of MC.
4. **Student Retention:** Provide education and guidance to the MC campus community regarding working with international students and participate in efforts to support the retention of current international students. Collaborate directly with students, academic advisors, and other campus community members related to academic credit, navigating financial needs, and acculturation to MC and the USA.
5. **Collaboration and Partnership Building:** Engage in cross-campus collaboration with faculty, academic units, administrative units, other MC offices, and external organizations to promote campus internationalization, student success, and effective processes.
6. **Compliance:** Ensure compliance with federal, state, and MC regulations, maintain best practices in international student recruitment, admission, immigration processing, and education. Remain aware of developing trends and current events worldwide that may impact international students.
7. **Assessment and Reporting:** Develop and implement regular assessment strategies to measure the effectiveness of international recruitment and admissions initiatives. Provide regular reports to leadership on recruitment and admissions efforts. Collect and use data to inform decision-making, and to complete annual and ad hoc reports. Support strategic planning efforts for the International Institute.
8. **Supervision and Management:** Provide effective and measured leadership to any subordinate staff, student workers, and volunteers. Foster a collaborative and inclusive work environment that encourages professional growth and development.
9. **Other:** Other duties as assigned.

**Qualifications:**

1. Bachelor's degree required, Master's degree preferred.
2. Must be a U.S. citizen or U.S. permanent resident as required by federal regulations.
3. Must be able to successfully pass a criminal background check as required by federal regulations.
4. Experience with immigration pertaining to J-1 and F-1 status. Managing of SEVIS/USCIS records is strongly preferred.
5. Minimum of two years of experience in working with international students in an educational setting.
6. Experience with student recruitment in an educational setting.
7. Excellent communication, interpersonal, and organizational skills.
8. Ability and willingness to work collaboratively with people from a variety of backgrounds and beliefs.

**Application Process:**

Interested candidates should submit a cover letter, resume, and contact information for three professional references via the online application portal at MC Jobs. Review of applications will begin immediately and continue until the position is filled.

**About Mississippi College:**

Mississippi College, founded in 1826, is a private Christian university dedicated to excellence in teaching, learning, and service. The college is committed to fostering a diverse and inclusive campus community and advancing global education. The International Institute plays a vital role in promoting cross-cultural understanding and international engagement at Mississippi College.