

Job Title: International Enrollment Counselor

Department: International Admissions and Student Services

FLSA Status: Exempt

Shift: Primarily first

Position Status: Full-time, 12month

Mercyhurst University is seeking an International Enrollment Counselor to join a fast paced and energetic Office of International Admissions and Student Services team.

RESPONSIBILITIES:

- Support international recruiting campaign to increase the global presence of the University
- Oversee marketing efforts for international office/liase with marketing department on social media campaign, website and print material updates
- Make admissions decisions and award financial aid
- Coordinate pre-arrival communication
- Advise international students regarding regulations for F-1 Visa status and pertinent Department of Homeland Security (DHS) regulations; serve as a Student Exchange Visitor Information System (SEVIS) coordinator and help to manage SEVIS reporting and compliance
- Support the issuance of I20s
- Advise and mentor current international students regarding Social Security Numbers, DMV, CPT and OPT employment opportunities, taxes, and other services as needed
- Support daily operations; update office policies and procedures

MINIMUM REQUIREMENTS:

- Bachelor's Degree
- Ability to represent the university in a professional manner in interacting with students, parents, alumni, school counselors, and colleagues
- Demonstrated intercultural communication skills
- Strong technical skills, including the ability to work with typical office software (e.g. Word, Excel, Outlook) and navigate student information systems
- Able to work a flexible schedule including travel, weeknights and weekends
- Valid driver's license
- US citizen or lawful permanent resident

PREFERRED REQUIREMENTS:

- Master's Degree
- Experience working with international students/populations
- Experience with CRMs, social media, and content marketing
- Foreign language ability
- Experience studying/working abroad

Interested candidates can send application and/or resume to: Mercyhurst University, Attn: Human Resources, 501 E. 38th Street, Erie, PA 16546 or by email to hrinfo@mercyhurst.edu

Please, no phone inquiries.

Mercyhurst does not unlawfully discriminate on the basis of race, color, religion, creed, sex, citizenship status, ancestry, national or ethnic origin, age, familial status, sexual orientation, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities. Applicants must be currently authorized to work in the United States. Mercyhurst is an Equal Employment Opportunity Employer that encourages members of diverse groups to apply.