



# MERCYHURST

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## UNIVERSITY

501 East 38th Street  
Erie, PA 16546

814-824-2000  
800-825-1926

[mercyhurst.edu](http://mercyhurst.edu)

## Assistant Director of International Student Services

**Location:** Erie

**Department:** International Admissions and Student Services

**Reports To:** Director of International Student Services

**Full Time**

**Classification:** Administrative

**Open until filled**

Mercyhurst University is seeking an Assistant Director of International Student Services 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
- Review international applications for admission
- Award and package international financial aid
- Coordinate pre-arrival communication for international students and their families
- Advise the International Student Association (ISA) and manage work-study students
- Assist and mentor current international students regarding social security numbers, driver licenses, bank accounts, taxes, and other student service requests
- Collaborate with other campus offices to enhance international student experience
- Serve as a Designated School Official (DSO) and help manage SEVIS reporting and compliance
- Advise international students regarding federal regulations and immigration benefits for F visa status
- Liaise with federal executive departments such as the Department of State, Department of Homeland Security, and Department of Labor as needed

### 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 <sup>[SEP]</sup>

- 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

**APPLICATION PROCESS:**

Review of applications will begin immediately and continue until the position is filled. **Please, no phone inquiries.** Send cover letter, resume and 3 work-related references to:

Human Resources  
Mercyhurst University  
501 East 38th Street  
Erie, PA 16546  
[hrinfo@mercyhurst.edu](mailto:hrinfo@mercyhurst.edu)

Mercyhurst University values diversity and is committed to the goal of achieving equal opportunity for all. For that reason, Mercyhurst abides by federal, state and local law in admissions, employment and all services and programs provided.

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, gender identity or expression, physical or mental disability, military or veteran status or any other legally protected characteristic or because of any individual's legally protected activities.

Mercyhurst complies with federal, state and local legislation and regulations regarding nondiscrimination. This policy applies to faculty, administration and staff, applicants for employment, students and applicants for educational programs and activities.

**Candidates must be currently eligible to work in the United States.**