



Coordinator of International Student Services

Department: International Students
Status: Exempt, Full Time
Closes: Open until filled

Report To: Director of ISS
Classification: Administrator

POSITION SUMMARY

Mercyhurst University is seeking a Coordinator of International Student Services to join a fast-paced and energetic International Student Office team.

DUTIES AND RESPONSIBILITIES

- Serves in the capacity of Designated School Official (DSO), assisting in maintaining University compliance with government regulations regarding international students.
- Advises international students regarding immigration and visa regulations to assist them in complying with federal regulations governing their legal status while studying in the U.S.
- Updates and maintains the Department of Homeland Security Student and Exchange Visitor Information System (SEVIS) for active F-1 students and coordinates institutional compliance actions and reporting. Maintains accurate records.
- Assists students in obtaining and submitting necessary documentation, such as transcripts, test scores, and financial statements.
- Assists with international admissions application processing (undergraduate and graduate), including outreach, document review, credential evaluation, and application completion.
- Coordinates international student orientation and on-campus activities to support the needs of all international students, their matriculation, and engagement.
- Assists with developing and updating policies and facilitates training and information sessions on regulatory topics such as employment and practical training, travel and re-entry, maintenance of non-immigrant status, and other issues of concern to non-immigrants.
- Meets with and advises prospective international students, as well as continuing international students, to assist them with their enrollment challenges be they academic, financial, social, or personal.

EDUCATION AND EXPERIENCE

- Bachelor's Degree.
- Experience working with international students/populations preferred.
- Experience studying/working abroad preferred.
- Per federal immigration regulations regarding SEVIS, DHS requires that a Designated School Official is a U.S. citizen or lawful permanent resident.
- Valid driver's license.

KNOWLEDGE AND SKILLS

- Ability to represent the university in a professional manner in interacting with students, parents, alumni, school counselors, and colleagues.



MERCYHURST

UNIVERSITY

501 East 38th Street
Erie, PA
16546
814-824-2000
800-825-1926
mercyhurst.edu

- Demonstrated intercultural communication skills.
- Foreign language ability preferred.
- Strong technical skills, including the ability to work with typical office software (Word, Excel, Outlook) and navigate student information systems.

WORKING CONDITIONS

- Office setting with traditional business hours.
- Able to work a flexible schedule including occasional travel, weeknights, and weekends.

APPLICATION PROCESS

Review of applications will begin immediately and continue until the position is filled or until date indicated above. Send cover letter, resume and 3 work-related references to:

Human Resources
Mercyhurst University
501 East 38th Street
Erie, PA 16546
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.