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**SNOW  
COLLEGE**

OPEN POSITION:

**Head, International Student Services**



## About Our College

Snow College is a two-year public college. **In January of 2020 The Chronicle of Higher Education ranked Snow College #1 in the nation for student success of two-year colleges.** Located in the heart of Utah, at the foot of the Wasatch Mountains, Snow College is one of the oldest comprehensive two-year college in the Western United States.

The College was established in 1888 and excellence continues to be the hallmark of our work and activities. We are the preferred choice of approximately 6,000 students who want a small college experience filled with a variety of activities, events and performances, to go along with their outstanding academic opportunity.

Snow College offers programs and courses which are highly interactive and are designed to reach a broad spectrum of students: high school students desiring college courses, traditional on-campus students, technical education students, online students, and non-traditional students who wish to start or complete a degree. With campuses located in Ephraim, Richfield, and online, students are able to complete degrees in Associate of Arts, Science or Applied Science or have the option of numerous specialized, short-term technical training certificates and diplomas including a few programs with bachelor's degrees. Snow is committed to the success and positive experience of every one of these students.

## Highlights

- Snow College won **2021 Best of State Awards** in the following areas: Higher Education Administrator, College/University Teacher, Educational Advisor, Curriculum Development, and the Best of State Statue award in Education.
- Small class sizes result in students receiving more personal attention and specialized assistance from dedicated professors and advisors.
- Low tuition, housing and fees make Snow College the most affordable and best valued college in Utah.

## Mission

*Snow College continues a tradition of excellence, encourages a culture of innovation, and cultivates an atmosphere of engagement to advance students in the achievement of their educational goals.*

## Roles of Snow College

Building upon a tradition and heritage of academic distinction and personalized attention, Snow College fills the following roles:

1. Snow College serves as one of the nation's finest two-year transfer institutions with a focus on liberal arts and sciences, and maintains cooperative relationships with distinguished colleges and universities.
2. Snow College enhances the economic development of Central Utah through partnering with business, industry, government, and community to provide high-demand professional, career, and applied technology education.
3. Snow College enriches the educational, cultural, and recreational life of Central Utah through community and continuing education opportunities, cultural and athletic events, and community outreach services.
4. Snow College is dedicated to helping individual students achieve their academic goals through a caring, personalized learning environment, providing comprehensive student success services, library and learning resources, and targeted supplemental and developmental education programs.
5. Snow College focuses on developing the whole student and encourages student involvement in a wide variety of co-curricular activities, service organizations, service learning opportunities, academic and special interest clubs, athletics, and student leadership opportunities.
6. Snow College welcomes all who will gain from or contribute to its educational and student-centered environment including individuals with diverse backgrounds and perspectives.
7. Snow College partners with higher education institutions which offer baccalaureate and graduate programs in select disciplines for the citizens of Central Utah.

## The Job

### Qualifications:

- Bachelor's degree (preferably in applicable field)



- Must be US Citizen/Permanent Resident.
- Knowledge of Office 365
- Familiarity with building and implementing communication plan (experience with Fireworks a plus)
- Excellent communication skills
- Able to maintain and complete tasks in a fast-paced environment with frequent interruptions.

## **Description/Duties:**

### **Immigration Specialist**

1. Serve as the Designated School Official (DSO). Must be US Citizen/Permanent Resident.
2. Issues and signs I-20 forms & and updates SEVIS and assists in other immigration matters dealing with F-1 students.
3. Ensures that the institution keeps records that are required to be kept, and that the institution complies with its reporting duties under SEVIS.
4. Maintain knowledge of changes to US immigration services and laws, particularly those affecting F/M class students.

### **Student Services**

1. Coordinate with CGE to insure student's integration into campus life through reviews with campus housing and other student services departments.
2. Provide appropriate referrals for students who may have needs for various student services, such as academic advising, tutoring, disability learning services, mental health care, housing, career service etc.
3. Manages incoming exchange students and their application process; work closely with overseas exchange partners
4. Participate in orientation programs and webinars for international students.
5. Cooperate with the international partners to ensure a smooth experience for J-1 exchange visitors' program and outgoing Snow students.
6. Work collaboratively with Director of Global Learning to support development and implementation of study abroad programs.
7. Coordinate payments for agents and partners
8. Other duties as may be assigned by supervisor.

### **Program Analytics**

- Maintain the accuracy and completeness of data on international programs and study abroad for inbound and outbound program applications and participants in the assigned region.
- Coordinate the collection of data for Director of Center for Global Engagement, including 3-week reports, Estimated Tuition Revenue, etc.
- Manage international admission process in current CRM, including developing and maintaining strategic communication plan for admitted students.

## **Diversity & Inclusion**

The Snow College administration, faculty, staff, and students, affirm our commitment to diversity and inclusion, and consider them essential elements of a vibrant learning community and integral to our institutional mission. We are determined to foster an environment of inclusion, diversity, openness, and respect for the many differences that will enrich the Snow College community, including race, ethnicity, religion, gender, age, socioeconomic status, national origin, language, sexual orientation, and disability.

### Snow College:

- Encourages and welcomes respectful dialogue and exploration of diverse ideas, topics, perspectives, and issues to enrich our campus community.
- Promotes equitable access to all in academics, leadership opportunities, and employment.
- Enhances opportunities by encouraging all to share their cultural experiences and identities, allowing others to learn from this exchange.
- Invites applicants and employees from all backgrounds to foster respect, understanding, awareness, pluralism, and cooperation in an increasingly complex, diverse, global society.

## Strategic Plan

This position is an important part of the College's **Strategic Plan**.

## Living & Working in Sanpete County

Sanpete County: Manti-La Sal National Forest, Maple Canyon, museums, plays and other productions at the Eccles Center for Performing Arts, and more on the **Sanpete County Website**.



# THANK

# YOU!

Thank you for your interest in Snow College!

Please apply at <https://www.schooljobs.com/careers/snowcollege>.

This position will remain open until filled, but applications received by 11:59 PM on October 12, 2023, will be eligible for review by the hiring committee. Applications received after that date may not be reviewed by the hiring committee unless deemed appropriate by college administrations.

If you have any questions regarding this position, please contact the HR Recruiting Specialist at [jobs@snow.edu](mailto:jobs@snow.edu) or [hr@snow.edu](mailto:hr@snow.edu).

