Job Opportunities
University of the District of Columbia (UDC)

Position: Coordinator, Student & Exchange Visitor Information System (SEVIS)

Salary Range: AD-304-08/01– 05, $44,190-$50,966 Per Annum

Location: Van Ness Campus

Closing Date: Open Until Filled

Areas of Consideration: District-wide

Responsible to: Acting Registrar and Director of Enrollment Management
Vice President, Academic Affairs

Brief Description of Duties
Assists the Primary Designated School Official (PDSO) in developing and maintaining the Immigration and Naturalization Service (INS) reporting system for the Student and Exchange Visitor Program.

Assists with applying transfer credit to academic records.

Authorizes and prepares work permits (I-20’s) for eligible students leaving and returning to the United States.

Updates and maintains information on international students and exchange visitors through the web-based Student and Exchange Visitor Information System (SEVIS).

Assists the PDSO with the development of an on-line communication system to notify students of changes in University and government policies that affect them.

Qualifications Required
Master’s degree or one year of specialized experience required. The one year of specialized experience must be equivalent to at least the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position.

(see reverse side)

University of the District of Columbia is an equal opportunity employer
All candidates will be considered without regard to race, color, religion, national origin, sex, age, martial status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, and disability, source of income or place of residence or business.

The Residency Preference Amendment Act of 1988, D.C. Law 7-203, created a system which provides that any applicant for employment in the Career or Educational Services who is a bona fide resident of the District of Columbia may claim a residency preference at the time of application. An applicant selected for appointment based on District residency will be required to submit proof of bona fide District residency. Bona fide District residency must be maintained from the date of appointment to the position for five consecutive years.

This position is not in the collective bargaining unit.

Please submit a UDC Application and résumé to:

Ms. Isabelle McMillian  
University to the District of Columbia  
Office of Human Resources  
Building 38, Suite 301-  
4200 Connecticut Avenue, N.W.  
Washington, D.C. 20008