

Program Specialist II (UCP VII)
Immigration Employment Specialist
Department of International Services & Programs

The UConn Department of International Services & Programs (DISP) announces the opening of a full-time Program Specialist II/Immigration Employment Specialist position (UCP VII). Under the direction of the designated supervisor, the Immigration Employment Specialist provides a full array of employment-based immigration services to faculty, researchers, professional and administrative staff at the University of Connecticut, including all regional campuses and, as appropriate, the Farmington campus, in addition to preparing and submitting applications and petitions to appropriate federal and state agencies.

Duties and Responsibilities: Maintain complete and current understanding of federal regulations regarding employment-based nonimmigrant and immigrant visas; maintain complete and current understanding of university policies, procedures and regulations pertaining to the recruitment and hiring of non-U.S. workers; serve as a resource to the university administration in the development of policies, procedures and regulations pertaining to the regulations regarding employment-based nonimmigrant and immigrant visas and recruitment and hiring of non-U.S. workers; collaborate with the Department of Human Resources on the review and evaluation of recruitment and hiring documents to ensure compliance with labor and immigration regulations; serve as the university signatory authority in the approval and submission of non-immigrant employment petitions filed on behalf of prospective and current UConn employees; respond to audit requests from the federal and/or state agencies and represent UConn on matters and issues related to the employment and university-sponsorship of non-U.S. workers for audit purposes; work closely with the Responsible Officer/Alternate Responsible Officers of UConn's J exchange visitor program to coordinate UConn sponsorship for non-U.S. workers; advise departments, other administrative units, and beneficiaries on the preparation of documents required to petition for work authorization (e.g., H-1B, O-1, TN, or other appropriate employment-based visa) and for permanent residency requiring UConn sponsorship; review work authorization paperwork submitted by departments, other administrative units and beneficiaries and completes and submits the applications on behalf of the University to the appropriate federal agency; conduct informational sessions and workshops on employment-based visa matters for the university community; prepare annual report on the status of the employment and sponsorship of non- U.S. workers; participate in departmental programming events; serves on university committees as requested; and performs related duties as required.

Minimum Qualifications: JD and license to practice law; three years of professional experience as an immigration attorney specializing in employment-based (EB) cases; thorough knowledge of issues and regulations related to constituency to be served; ability to travel to all UConn campuses to meet clients; and possess intercultural communication skills.

Preferred Qualifications: Experience in or familiarity with academic employment issues; experience working and/or living abroad; and experience with Immigration Tracker and/or Visa Manager data base systems.

Anticipated Salary: Low 70's plus full range of State health and retirement benefits.

Interested applicants should submit cover letter, resume, and three professional references in a single pdf file to: beth.fletcher@uconn.edu or **Beth Fletcher, University of Connecticut, Search# 2010120, Office of International Affairs, 2006 Hillside Road, Unit 1182, Storrs, CT 06269-1182.** Review of applications will begin immediately and continue until position is filled. (**Search # 2010120**).