

HR Specialist, Immigration Services

Position Summary

The HR Specialist, Immigration Services provides best in class immigration services and support for the University of Virginia. This Specialist-level position is responsible for providing counsel regarding US immigration processes and policies, consulting with legal and finance on immigration issues, and ensuring proper processing of the University's immigration caseload. The position also works closely across University groups, units and/or people (including, but not limited to, Internal Audit, Enterprise Risk Management, policy review committees, and Organizational Excellence) to ensure proper immigration compliance. The incumbent will report to the HR Manager, Business Operation and will not have direct reports.

Responsibilities and Duties

- Partner with internal and external legal counsel to ensure immigration policies and procedures are compliant
- Provide research and Support HR Manager, Business Operations in responding to claims for EEOC, Code of Conduct, discrimination, harassment and other legal/policy issues
- Provide policy interpretation and perspectives and make referrals to relevant University and HR contacts
- Oversee the management of the immigrant Visa process
- Develop the strategy for U.S. immigration framework training
- Maintain quality service by establishing and enforcing organization standards
- Complete and submit any state and federal required immigration compliance documents
- Keeps other departments abreast of requirements by researching regulatory and filing information; writing and communicating guidelines
- Determines appropriate taxability of various payments made to foreign nationals
- Coordinate contacts with federal agencies (Department of State, Labor, Homeland Security)
- Direct I-9 verification process as it pertains to foreign nationals; consult with departments on I-9 process; provide education/training on I-9 process to departments/schools
- Monitor all payments to foreign nationals (employee wages, scholarship/fellowship payments, honoraria, etc.) for tax implications, and monitor and ensure completion of all 1042 tax related activity

Functional Area Outcomes

- Align HR projects / activities with other University projects to minimize disruption
- Deliver HR projects on time, within scope, and within budget
- Increase efficiency and effectiveness in HR project management
- Improve HR culture
- Manage education and guidance to reduce risk
- Provide compliant, transparent, and easily accessible policies
- Respond to requests and inquiries in a timely and comprehensive manner

Knowledge, Skills and Abilities

- Practice the principles, methods, and techniques pertinent to the IMPACT function
- Comply with all pertinent federal and state regulations, filing and compliance requirements, both adopted and pending, affecting compliance, compensation, and business operations
- Establish credibility and influence key stakeholders at all organizational levels
- Use excellent management skills to plan effectively and maximize results to meet both short and long range goals and objectives
- Adapt to new ideas and situations of ambiguity and integrate relevant information to achieve results
- Demonstrate strong organizational skills and attention to detail
- Lead and manage projects simultaneously while working under pressure to meet deadlines, including the use of tools to track, monitor and report project status
- Present and advocate, both in writing and orally
- Lead through influencing rather than authority
- Use strong organizational skills and attention to detail

Minimum and Preferred Qualifications

Required Experience: 3 years of relevant experience

Preferred Experience:

- Experience working for a four-year higher education institution and/or an affiliated health system
- Familiarity with Lean, Project Management, Program Management, Cloud Technology, Vendor Management, and HR domain

Required Education: Bachelor's degree

Preferred Computer Applications: I-9 and Immigration Management Software

Required Computer Applications: MS Office