
Eftychia Koehn
Director, Foreign Student and Scholar Services

Position Description

- **Work with all areas of the University to develop programs, policies and procedures to facilitate the arrival and adjustment of foreign students and scholars, enrich their educational experience, and bring the benefits of international education to The University of Montana and to the Missoula community**
- **Advise and counsel students on a variety of problems, including financial, academic and personal issues**
- **Assist with office efforts to implement a comprehensive orientation program and social/cultural activities for the international community**
- **Have primary responsibility for processing the non-immigrant visa benefits and many related documents required for foreign students, scholars and their dependents**
- **Offer advice and consultation to University offices on specific immigration cases and immigration policy issues in general**
- **Produce and support advocacy initiatives which enhance the quality of life of UM foreign students and scholars**
- **Supervise and assign work to office staff, manage workflow and provide overall direction for the Foreign Student and Scholar Services function**
- **Coordinate the development and maintenance of effective and efficient record management system**
- **Prepare reports, analyses, proposals and written summaries regarding operational activities and services**
- **Manage budgetary and personnel resources within university and state guidelines**
- **Support community outreach activities and volunteer efforts of the Missoula International Friendship Program**
- **Represent the office and attend committee meetings, professional conferences and developmental seminars**
- **Actively participate in the campus-wide International Committee and in the Vice President for Student Affairs' leadership and project team, as assigned**
- **Assist in the recruitment of foreign students and monitor long-range goals for an expanding program**
- **Act as liaison and interact with university departments, outside agencies, student organizations and community groups to disseminate information about office activities, projects and overall mission**