

ELIZABETH A. JAMES

Experienced director of large international student and scholar office with over 20 years of experience in the field. Demonstrated experience in organizational improvement, using data-driven approach to increase staff size and implement technology enhancements such as SEVIS compliance infrastructure and Sunapsis software. A terminal degree in Law with a Masters in Higher Education and Student Affairs provides a well-rounded educational foundation for a holistic approach to international student and scholar services that balances compliance with optimal academic and personal outcomes.

RELEVANT EXPERIENCE

North Carolina State University, Raleigh NC

11/2012 to Present

Director of International Student and Scholar Services

Office of International Services

Responsible for all budget and human resource matters for OIS operations serving an international population of nearly **6000 F and J visa holders** with a large STEM population.

- Chief compliance officer for F and J visa programs, serving as PDSO and RO. Manage communication with government agencies including the Student and Exchange Visitor Program, Department of State Exchange Visitor Program, Immigration and Customs Enforcement, and Customs and Border Protection
- Grew under-resourced office from 8 full-time employees to 14 in four years. Includes additional supervision of part-time employees, graduate assistants and work study students
- Enhanced campus profile of OIS through persistent communication and investment in partnerships, particularly with the Graduate School, the Division of Academic and Student Affairs, the Equal Opportunity Office, and the Provost's office
- Initiated new role of Academic Coordinator for International Student Support, a position jointly supervised with the University College in the Division of Academic and Student Affairs, emphasizing international student success and retention strategies
- Implemented new revenue stream to cover additional staffing and software needed for the STEM OPT reporting requirements, part of the 1.3 million dollar annual budget
- Hired on supplemental basis by International Employment unit to cover the medical leave of their in-house attorney, filing H-1Bs and I-140s and keeping other casework moving forward, serve as backup for vacations and resource for case resolution.
- Excel in crisis-management, pivoting our operations to 100% remote while ensuring advisor access in high anxiety period for international students and scholars. Served on campus COVID-19 Emergency Management and Mission Continuity team and two 'reopening' task forces
- Consult with faculty in development of new programs and internship program tracks to attract international student admission
- Supervised the implementation of Sunapsis during our COVID-19 shutdown as first client to complete a remote 'go-live'

Ogletree Deakins Law Firm, Raleigh, NC 2008-2012
Associate Attorney, Immigration Practice Group

- Handled all manner of business immigrant and non-immigrant visa filings for Fortune 500 companies and Universities including PERM (standard and special handling), EB-1 Extraordinary ability and Outstanding Researcher I-140s, H-1B, L-1, TN, O, J, and I-485s in a high volume immigration practice.

University of North Carolina, Chapel Hill, NC. 2002-2005
Assistant Director – SEVIS Compliance

Office of International Student & Scholar Services

- Originated Student & Exchange Visitor Information System (SEVIS) compliance role at UNC-Chapel Hill, ensuring UNC compliance with reporting requirements to U.S. Department of Homeland Security
- OISSS team lead for FsaAtlas implementation and ongoing testing
- Developed campus policy based on regulatory interpretation of new CFR sections
- Promoted from Foreign Student and Scholar Advisor in 2003
- Advised on maintaining status, travel, visa applications, and U.S. employment authorization
- Processed related applications for F-1/J-1 students and scholars with emphasis on J-1 scholars
- Advised on cultural adjustment, personal, and academic issues

Fulbright Commission, Madrid, Spain Spring 2002
Academic Advising Internship, Educational Resource Center

- Advised Spanish public on educational opportunities in the U.S. and fielded questions about the scholarship application process in Spanish and English

University of South Carolina, Columbia SC 1999-2002
International Student Advisor

International Programs for Students

- Advised students on all matters concerning F-1 and J-1 visa status
- Organized and directed orientation program for new international students
- Advised and revitalized the International Student Association
- Initiated non-resident alien tax preparation assistance program

Indiana University, Bloomington, IN 1997-1999
Graduate Assistant

Office of International Services

- Manned front desk for procedural questions and answered main office email account
- Screened applications and prepped I-20s for OPT and CPT endorsements
- Prepared new international student orientation for 600+ students
- Recruited and trained 40 volunteer orientation assistants
- Updated and edited the IU International Student Handbook

RELATED HIGHER EDUCATION EXPERIENCE

- **Judicial Officer**, Student Ethics and Anti-Harassment Services, Indiana University-Bloomington
- **Coordinator of Residence Life and Student Activities**, Colorado Mountain College

EDUCATION

- JD** **University of North Carolina – Chapel Hill**
- MS** **Indiana University-Bloomington**
Higher Education & Student Affairs Administration
- BA** **University of Evansville**
Psychology

STUDY ABROAD

University of Glasgow, UNC Law Semester Exchange, Glasgow, Scotland

Don Quijote Spanish Language School, Madrid, Spain

- D.E.L.E. (Diploma of Spanish as a Foreign Language)

Harlaxton College, Grantham, England

PUBLICATIONS

Bridget Bishop & Elizabeth James, *Sidebar: What to Consider Beyond Immigration When Working with Public Entities*, IMMIGRATION OPTIONS FOR ACADEMICS AND RESEARCHERS (3RD ED. 2021).

Elizabeth James, Comment, *Is the U.S. Fulfilling Its Obligations Under the 1951 Refugee Convention? The Colombian Crisis in Context*, 33 N.C. J. INT'L L. & COM. REG 455 (2008).

Elizabeth James, *International Students: An Introduction*, J. OF THE IND. U. STUDENT PERSONNEL ASSOC. (1998).

HONORS AND AWARDS

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| Award for Outstanding Service to Graduate Students
Recognized by NC State's Graduate Student Association | 2021 |
| Provost's Award for Excellence: Safety and Heroism
Recognized for crisis response; Hurricane Florence and COVID-19 | 2020 |
| William T. Joyner Award for Excellence In Writing, UNC Law | 2008 |

SELECTED PRESENTATIONS AND WORKSHOPS

- Co-Presenter:** “J-1 Skills List Update” Update for UNC System Schools, December 2024
- Presenter:** “The Increasingly Elastic J.D.”, North Carolina Bar Association Annual Meeting, June 2024
- Presenter:** “Current Issues in Student Visas” Association of Immigration Lawyers (AILA) Carolinas Chapter Continuing Legal Education, November 2022
- Presenter:** “F-1/M-1 status, SEVIS, and current trends” Association of Immigration Lawyers (AILA) Carolinas Chapter Continuing Legal Education, January 2021
- Presenter/Chair:** “Advising in the Anti-Immigration Age: Updates on policies affecting F and J visas”; NAFSA Annual Conference May 2019
- Presenter/Chair:** “U.S. Customs and Border Protection: Current Issues”; NAFSA Annual Conference May 2017
- Presenter:** “SEVP Current Issues: Regulations, Policies, and Processes”; NAFSA Annual Conference May 2017
- Presenter:** “U.S. Department of State and Visas: Current Issues, Visa Applications, and Adjudications” NAFSA Annual Conference May 2016
- Presenter:** “U.S. Department of State and Exchange Visitors: Current Issues” NAFSA Annual Conference May 2016
- Presenter:** “Walk the Line: Avoiding the Unauthorized Practice of Law”, NCAIE State Conference March 2016
- Panel Moderator:** “International Student Entrepreneurship”, AIEA Thematic Forum: Leveraging Industry Partnerships in a Global Context for Student and Faculty Success, March 2016
- Presenter and Workshop co-author:** “H-1B Preparation” NCAIE State Conference March 2015
- Presenter:** “Review of H-1B, PERM, and Outstanding Researcher Adjudication trends” NCAIE State Conference March 2012
- Presenter:** “Matter of Degree: How selection of major impacts U.S. immigration options” Davidson College, February 2012
- Presenter:** “When U.S. Immigration and Employment Intersect” NAFSA Annual Conference 2011

- Presenter:** “Prevailing Wage Determinations Using the ETA 9141” NCAIE State Meeting, March 2010
- Presenter:** “iCert or I Hurt-Labor Certification Traps and Tips”, NAFSA Region VII Conference 2009
- Presenter:** “Pathways to Permanent Residency” PPW at NAFSA Region VII Conference 2009
- Presenter:** “Walk the Line: International Student Advisors and the Unauthorized Practice of Law” NCAIE State Meeting 2009
- Presenter:** “Intricacies of the F, J, and M Student Classifications” Audio Seminar Continuing Legal Education, Immigration Daily, (ILW.com) 2009
- Presenter:** “Just a Quick Question,” NAFSA National Conference 2007, selected from over 200 sessions for development as a webinar presented in Sept. 2008
- Presenter/Chair:** “F-1 for Beginners” and “F-1, the Second Step” Professional Practice Workshop at NAFSA Regional and National Conferences
- Presenter:** “J-1 for Beginners” and “J-1 Advanced” Professional Practice Workshops at NAFSA Regional and National Conferences
- Presented:** “Employment Authorizations in SEVIS” at NCAIE State Meeting 2003
- Presented:** “Advising on Post-Completion Employment” at SCAIE State Meeting 2001
- Presented:** “Utilizing Graduate Assistants in the International Office” at NAFSA Regional Conference 2000

SELECTED TRAINING AND CERTIFICATIONS

Performance Leadership

North Carolina State University

Semester long training program focused on management and supervisor development

Intercultural Development Inventory®

North Carolina State University

DiversityEDU for Faculty and Staff

North Carolina State University

PROFESSIONAL AFFILIATIONS

NAFSA: Association of International Educators

North Carolina Association of International Educators

North Carolina State Bar
Tenth Judicial District Bar (Wake County)
American Immigration Lawyers Association

PROFESSIONAL SERVICE

North Carolina State University

International Operations Council	2012-present
Committee on International Programs	2012-2020
Substantive Change Review Team (SACSCOC compliance)	2014-present
Compliance Officials Working Group	2022-present
COVID-19 Emergency Response Team and Reopening Task Force	2020-2022
Emergency Management and Mission Continuity Communicators Team	2014-present

NAFSA: Association of International Educators

International Student & Scholar Regulatory Practice Subcommittee: Exchange Visitor Program	2014-2016
Annual Conference Session Proposal Review Committee	2014-2016
NAFSA Trainer Corps	2000-2006
North Carolina Association of International Educators	2004-2005

Treasurer

COMMUNITY SERVICE

Election Hotline Volunteer & Legal Observer, N.C. General Election	2020, 2024
Durham Girls Soccer League (Coach)	2023-present

LANGUAGES

English: Native Language

Spanish: Intermediate Low Speaker, Intermediate High Writing, Advanced Low Listening, Advanced Mid Reading