

# JESSA C. KARKI

**Director, Office of International Student Services/International Admissions Counselor**  
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Flexible, adaptable, and resourceful international education professional with a Master's degree in Teaching English as a Second Language and 20+ years of experience with progressive responsibility in all aspects of the international student and exchange visitor lifecycles, including but not limited to: strategy, budgets, MOUs and agreements, recruitment (international travel and/or virtual) , admissions, enrollment, immigration, retention, programming, and alumni relations.

## EXPERIENCE

### October 2015 - present:

#### **Director, Office of International Student Services (OISS)/International Admissions Counselor, Champlain College, Burlington, VT**

- Promoted from Assistant Director to Director of International Student Services in Summer 2018.
- ISS moved into the Division of Student Affairs, Diversity, and Inclusion in Summer 2019; promoted to Director of the Office of International Student Services in Fall 2019 after advocating for and acquiring physical space.
- Serve as the Principal Designated School Official (PDSO) for F-1 student program and the Responsible Officer (RO) for J-1 student and J-1 scholar programs, ensuring institutional, student, and scholar compliance with U.S. federal regulations and guidance, and responsible for F-1 Recertification, J-1 Redesignation, and any annual or cycle reports.
- Liaising with many stakeholders across the Enrollment Management Team, manage Champlain College's traditional undergraduate international student and non-degree J-1 exchange student admissions and marketing processes from strategy through to enrollment. Increased international applications in the international undergraduate funnel from 24 (Fall 2015) to well over 600 (Fall 2023).
- Responsible for the international funnel in Salesforce (Started, Submitted, Completed Ready to Review, Application Reviews, etc).
- Responsible for virtual, domestic, or international recruitment travel/booth logistics and participated in many virtual and in-person international recruitment fairs, Open Houses, Admitted Students Days, and Information Sessions on behalf of the College.
- Maintain our many international contacts both here in the U.S. and abroad, find and cultivate suitable partners for MOUs and agreements as directed by the Provost, and strategically position Champlain in as many international markets as I can under the direction of the Director of Admissions and the VP for Enrollment Management.
- Author and revise annually Champlain College's "I am Champlain International" and #YouAreWelcomeHere videos, the International Student Admissions and

Services Brochure, 2030 International Student and Scholars Strategic Goals and Plan.

- Supervisor to OISS student office workers, graduate interns, and the International Student Programming and Marketing Assistant, and co-supervised the ELL Tutor.
- Maintain FlyWire, Sprintax, International Student Insurance, ECE Dispatch, Duolingo, and IELTS platforms.
- Responsible for all international institutional and office programming, including Champlain's International Student and Scholar Orientations.
- Teach SAP150: Thriving as an International Student at Champlain College every Fall and Spring semester (international first-year seminar).
- Offer semesterly intercultural competence and other DEIBJ training and workshops to faculty, staff, and students.
- Work closely with various on-campus and off-campus partners to develop activities designed to enhance international student and scholar success and to ensure compliance, effective and culturally-sensitive conflict resolution, and reasonable needs of the College's international students and scholars are met.
- Manage OISS and International Recruitment budgets, process expense reports, and secure more funds through proposal requests if needed.
- Served as the NAFSA VT State Representative Jan 2019-December 2021, the NAFSA One Person Office Chair Region XI (June 2018-June 2021) and the NAFSA On Person Office National Co-Chair (June 2019-June 2021). Serve as the NAFSA National One Person Office Mentoring Group Co-Chair from June 2021 - present time and as a member of the Region XI GRAC Committee.

#### **October 2014-September 2015**

##### **Assistant Director of Admissions, Community College of Vermont**

- Assisted in the management of CCV domestic and international admissions processes.
- Served as PDSO and the unofficial International Student Advisor statewide for CCV's 12 college campuses.
- Coordinated the Early College Program application and application review processes state-wide.
- Coordinated CCV Vermont School Counselor Breakfasts events.
- Coordinated in-state residency application process for CCV.
- Developed and implemented on and off-campus activities designed to enhance international student integration into the college and local community, as well as appreciation for the state.
- Created an international student website.
- Created "CCV Is" international student brochure.
- Wrote CCV international recruitment and student services strategic plan.
- Author of proposal for CCV to explore offering in-house foreign credential evaluation services.

#### **August 2012-October 2014**

##### **International Student Advisor, SUNY Plattsburgh**

- Served as a Designated School Official (DSO) for F-1 student program and an

- Alternate Responsible Officer (ARO) for J-1 exchange visitor program.
- Secondary advisor to sponsored J-1 students from IIE, IREX, and World Learning.
- Ensuring institutional, student, and scholar compliance with U.S. federal regulations and guidance, and responsible for F-1 Recertification, J-1 Redesignation, and any annual or cycle reports.
- Built out SUNY Plattsburgh's F-1 and J-1 Student and Scholars website structure and pages (still in use).
- Counseled new and continuing international students on maintaining student status and related immigration concerns.
- Processed registration/validation, change of status, medical leaves of absence, employment authorizations, reduced course load requests, extension of stay requests, reinstatements of status, and documents for dependents.
- Developed educational materials and conducted workshops to raise student understanding of immigration policies and procedures, employment, and taxes.
- Hosted experts to advise students on H-1B, permanent residency, and other immigrant status matters.
- Worked closely with various on-campus and off-campus partners to develop activities designed to enhance international student and scholar success and to ensure compliance, effective and culturally-sensitive conflict resolution, and reasonable needs of the University's international students and scholars were met.
- Assisted with identification of and support of international students who may be experiencing academic, cultural or immigration difficulty.
- Assisted international applicants with the admission processes, particularly with securing F-1 or J 1 student visas.
- Completed F-1 SEVIS Essentials – Levels I, II, and III and J-1 SEVIS Essentials – Levels I and II in New York City.

## **2010 - 2012**

### **International and Graduate Admissions Assistant, Saint Michael's College**

- Coordinated individual and agent/sponsored international undergraduate and undergraduate pathway, international graduate, and on-campus domestic graduate admissions processes (initial inquiry, data entry, scanning, linking, decision letters, transition letters, invoices, immigration documents, on-going communications with student, parents, and their representatives, and communications with on-campus offices for a smooth transition to College).

## **EDUCATION**

**1996** M.A. - Teaching English as a Second Language, Saint Michael's College

**1994** B.A. - English Language & Literature, Saint Michael's College

## **LANGUAGES & OTHER INTERNATIONAL EDUCATION EXPERIENCE**

- Proficient in English, French, and Spanish

- Lived and worked abroad in the United Kingdom.
- Taught English as a Second Language courses to people of many different backgrounds/levels.

**TECHNOLOGY SKILLS**

- Advanced working knowledge of SEVIS.
- Proficient in the use of Microsoft G Suite, SCT Banner (Ellucian Colleague) , CMS (web software), ImageNow, DataTel (Ellucian Colleague), Salesforce, Canva, MailChimp.