



Gateway On-Demand

International Student and Scholar Services

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In recent years, there have been major changes in higher education brought about by significant shifts in the global economy, geopolitics, demographics, and public health that have impacted international student enrollment flows. These challenges have led some institutions to reduce staffing, consolidate job responsibilities, and reorganize offices. Despite these challenges, institutions that enroll international students have an ongoing legal commitment to comply with certain federal laws and regulations and Department of Homeland Security (DHS) requirements.

What is Gateway On-Demand?

At Gateway, we understand the complex nature of international student and scholar services (ISSS) and know that institutions often find themselves in need of hard-to-find international expertise. This is where Gateway comes in —we can provide short-term ISSS staffing to support operations and ensure continuity of international student and scholar services during times of transition or during seasonal periods of peak demand. For institutions that need the flexibility of bringing on temporary or seasonal support without having to hire permanent staff, Gateway provides provisional ISSS services that align with the requirements set forth by the Student and Exchange Visitor Program (SEVP).

Gateway International Group has developed and successfully implemented a proven system to source certified Designated School Officials (DSOs) and Alternate Responsible Officers (AROs) and deploy them, under the oversight of a seasoned Senior Consultant, to any school certified by the Student and Exchange Visitor Program (SEVP) to enroll F or J nonimmigrant students.

Gateway has a team of experienced DSOs/ROs on standby who are ready to provide remote ISSS services anywhere in the United States. Placements may vary from just a few hours per week up to full-time positions and can focus on most any aspect of international student and scholar services.



How it Works

Gateway understands that each institution is unique and that is why our on-demand services are customized for each of our partner institutions to accommodate specific requirements and needs. We take the time to understand your priorities and concerns so that we can provide the best services possible. Our implementation process is straightforward, and no infrastructure investment is required. Once contracted, the Gateway team can get started within just a few days or as needed. Gateway will assign a seasoned international professional who will serve as the primary institution liaison. The Gateway affiliate lead will:

- Assess the needs of the institution and develop an On-Demand strategy.
- Source the desired number of DSO/ARO's with the appropriate background, training and availability needed to fulfill the required number of hours and scope of work.
- Advise the institution regarding the required hiring structures (i.e., hiring as regularly employed part-time or full-time employees).
- Liaise with the Gateway team of professionals and the partner institution regarding service implementation. Conduct periodic review and assessment meetings to discuss services and identify modifications, as needed.
- Provide ongoing consultation and support for the Gateway team to include but not be limited to: weekly team check-in meetings along with institutional representatives; daily check-in meetings with each team member; regular "environmental scanning" for changes in relevant government policies, regulations and/or best practices that may impact the delivery of services.

Generally, initial on-demand contracts are for a period of three months, but may be renewed thereafter on a monthly basis. The intention of these services is not to replace permanent staffing needs but rather to provide a temporary staffing bridge during times of transition or seasonal periods of peak demand.

Your Source for Experienced Designated School Official (DSOs) and Alternate Responsible Officers (AROs)



"Partnering with Gateway International has allowed my institution to maintain high quality advising in ISSS. Our international students and scholars have been served very well by expert professionals and consulting services tailored to meet our needs."

- D. Scott Hendrickson, SJ, DPhil, Loyola University Chicago

Our Team Leads

Gateway International Group offers highly professional and seasoned international educators who bring years of experience in higher education and have extensive knowledge of international student and scholar services. Gateway will assign a team of experienced consultants and other operational staff as needed to fit the goals of your institution. Leading Gateway On-Demand is David Clubb.



David Clubb
Senior Consultant
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David Clubb is a seasoned professional in international education. David's knowledge in ISSS and entrepreneurial acumen make him an excellent fit for the Gateway On-Demand model. Previously, he held the position of Director at the Cranwell International Center at Virginia Tech and currently serves as the Executive Director of The Cranwell Foundation since spring 2023.



Elizabeth Leibach
Senior Consultant
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Elizabeth Leibach brings a rich and varied expertise in international admissions/recruitment, student/faculty advising, employment-based/student immigration services, and student success/development, retention, and programming. She has gained experience with immigration law firms, small private institutions and large public universities.