

International Student Coordinator
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=232316>

Downloaded On: May. 9, 2024 9:23am

Posted Mar. 4, 2024, set to expire Aug. 4, 2024

Job Title	International Student Coordinator
Department	International Student Services
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Mar. 4, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Student Services Counseling Services
Job Website	https://www.ubjobs.buffalo.edu/postings/48935
Apply By Email	
Job Description	

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The **Office of International Student Services** at the University at Buffalo invites applications for the position of **International Student Coordinator**.

As International Student Coordinator, you will:

- Review and process applications for Level 1 international student (F-1 and J-1) immigration benefits.
- Represent the university as a Designated School Official (DSO) and an Alternate Responsible Officer (ARO).
- Serve as an international student advising assistant.
- Support office communications and technology including website development.
- Manage graduate and student staff.
- Support international student inclusion and success initiatives.
- Serve as an internal liaison.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our commitment, welcomes all to apply including veterans and individuals with disabilities.

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Minimum Qualifications

- **Bachelor's degree and a minimum of one year of experience in an area related to advising students in a U.S. higher education environment, or to supporting compliance with U.S. immigration regulations. Equivalent combination of education and experience will be considered.**
- **Excellent spoken and written communication skills, including the ability to communicate effectively with non-native speakers of English.**
- **Excellent organizational ability, detail orientation and customer orientation, and strong computer skills.**
- **Demonstrated intercultural skills and firsthand experience in a multicultural setting.**
- **US citizenship or lawful permanent residency required as mandated by federal (SVEP) regulations.**

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact