

Associate Director, International Student Services
University at Buffalo, The State University of New York

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Posted Jul. 22, 2024, set to expire Nov. 21, 2024

Job Title	Associate Director, International Student Services
Department	International Student Services
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jul. 22, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Student Services Multicultural Affairs/Diversity
Job Website	https://www.ubjobs.buffalo.edu/postings/51712
Apply By Email	
Job Description	

Position Summary

We are excited to announce an opening for the position of **Associate Director, [Office of International Student Services](#)**. This is a unique opportunity for a dynamic and experienced professional to join our team and make a meaningful impact on the lives of international students.

As the Associate Director, you will play a crucial role in shaping the success of our international student community. Reporting to the Assistant Vice Provost and Director of International Student Services, you will:

- Assist in developing and administering departmental policies and procedures for advising F-1 and

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J-1 international students.

- Supervise the international student advising team, ensuring smooth and effective office operations in collaboration with the Assistant Vice Provost.
- Meet with international students to advise them on F-1 and J-1 regulations, and processing applications for immigration related benefits.
- Oversee the university's J-1 intern and non-degree J-1 visiting student programs.
- Serve as a liaison with UB's academic and administrative units, representing the Office of International Student Services within the university community.
- Contribute to the planning, implementation, and assessment of the department's strategic initiatives and special projects.

Offering over 300 undergraduate, graduate and professional degree programs, the University at Buffalo (UB) has the distinction of being a premier research-intensive public university, and is a member of the Association of American Universities. UB is listed as one of the nation's Top 25 institutions hosting international students, and its Office of International Student Services provides support services for the University at Buffalo's approximately 7,000 international students.

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 plus 3 years of directly related experience, or Master's degree or professional certification with 1 year of directly related experience. Experience must include providing post-secondary international students with immigration advising.
- Ability to communicate with diplomacy, tact, and finesse with students and staff as well as other stakeholders to establish rapport and nurture a positive work environment.
- Excellent interpersonal and communication skills, with the ability to work effectively with diverse populations.
- Ability to organize and prioritize work with a high degree of initiative and independence.
- U.S. citizenship or legal permanent residency is required, as mandated by federal (SEVP) regulations.

Preferred Qualifications

- Experience advising F-1 and J-1 international students as a Designated School Official (P/DSO) and Alternate Responsible Officer (ARO).
- Supervisory experience and strong leadership skills with experience in team management, including hiring, training, and performance evaluation.
- Ability to analyze and perform in-depth research on complex issues pertaining to international students.
- Ability to teach and facilitate, with proven creativity and problem-solving abilities.

Contact Information

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

Contact