

Associate Director
University at Buffalo, The State University of New York

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Posted Oct. 17, 2024, set to expire Aug. 4, 2025

Job Title	Associate Director
Department	International Student Services
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 17, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Student Services
Job Website	https://www.ubjobs.buffalo.edu/postings/53492
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, your responsibilities will include:

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- **Management:** *Lead the ISS Student Advising team by evaluating, improving, and implementing best practices that enhance the quality and efficiency of advising services. Empower the team through effective staff selection, training, and performance evaluation, while fostering collaboration across ISS functional areas*
- **Compliance and Regulations:** *Maintain knowledge of and ensure compliance with university policies and federal regulations, international student visa requirements and F-1 and J-1 immigration regulations, and changes affecting international students.*
- **Policy Administration:** *Manage F-1 and J-1 student advising policies, ensuring adherence to federal and university regulations. Proactively recommend policy improvements to the Assistant Vice Provost to address evolving needs*
- **Process Improvement:** *Continuously evaluate and improve advising services identifying areas for improvement to optimize both efficiency and the international student experience.*
- **Collaboration and Communication:** *Liaise between ISS and other units. Communicate policies and concerns, develop shared programs. Promote international student integration and educate the university community on their unique needs.*
- **Strategic Planning:** *Support Assistant Vice Provost in strategic initiatives: develop, plan, and execute projects. Conduct research, analyze data, and assess outcomes. Advance ISS goals through strategic and innovative contributions.*

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

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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.

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



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

Contact

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