

International Enrollment Manager
University at Buffalo, The State University of New York

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Posted Dec. 5, 2024, set to expire Aug. 4, 2025

Job Title	International Enrollment Manager
Department	International Admissions
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 5, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Admissions/Student Records/Registrar
Job Website	https://www.ubjobs.buffalo.edu/postings/54586
Apply By Email	
Job Description	

Position Summary

The **International Enrollment Manager** within the department of [International Admissions](#) is responsible for overseeing and managing the entire admissions operations and processing functions for international students. This position plays a critical role in ensuring a smooth and efficient admissions process, from application submission through enrollment, for all international applicants. The International Enrollment Manager will lead a team of admissions professionals, develop, and implement best practices, and ensure compliance with university policies and external regulations.

Key Duties and Responsibilities:

- **Management:** Lead, manage, and develop the international admissions operations team.

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Provide strategic direction to the team, setting goals and objectives aligned with the university's enrollment strategies.

- **Admissions Operations:** Develop and implement standard operating procedures for admissions processing. Manage the application review process, including evaluation of academic credentials, English proficiency, and other required documents.
- **Process Improvement:** Continuously evaluate and improve admissions processes, workflow, technology, and systems to enhance efficiency and applicant experience.
- **Compliance and Regulations:** Maintain knowledge of and ensure compliance with; university policies, federal and state regulations, international student visa requirements and immigration regulations and changes affecting international students. Liaise with legal counsel and government agencies as needed. Develop and implement policies to ensure compliance with FERPA and other relevant regulations.
- **Data Analysis and Reporting:** Analyze admissions data and prepare reports related to admission metrics, processing times, trends, and performance indicators to inform decision-making and strategic initiatives.
- **Collaboration and Communication:** Work closely with other departments, including academic units, and student services, to ensure a seamless admissions process. Communicate effectively with prospective students, parents, and external partners. Collaborate with marketing and communications teams to develop and implement targeted communication strategies for international applicants.
- **Strategic Planning:** Contribute to the strategic development and implementation of the university's goals and objectives for international admissions and enrollment.
- **Technology and Systems Management:** Oversee the evaluation, implementation and maintenance of admissions software and systems to ensure data integrity and security within admissions systems. Train staff on the effective use of technology and systems.
- **Coordinate Initial Form I-20 Processing:** Manage the comprehensive process for issuing initial Form I-20 for both undergraduate and graduate international students and ensure accurate and timely processing in compliance with university and DHS guidelines.

We invite individuals to apply whose perspectives and experiences will enrich and strengthen our organization. The International Admissions department serves a diverse constituency of patrons, and our employees, services and policies strive to honor and reflect this diversity. We encourage candidates who thrive in a welcoming multicultural environment to apply.

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

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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 the great [benefits](#) the University at Buffalo has to offer.

International Admissions:

As a globally ranked institution, the University at Buffalo is looking for the best and brightest students from around the world. We travel the world to meet with prospective students and their families. For further information, please visit our [website](#).

Enrollment Management:

The Enrollment Management division within the Office of the Provost, consists of the 1Capen, Office of Admissions, Arthur O. Eve Educational Opportunity Program, Data Analysis and Reporting, Financial Aid, Graduate Enrollment Services, International Admissions, Summer/Winter and the Strategic Content and Marketing Team. Enrollment Management also maintains collaborative relationships with other student support areas including Athletics, The Graduate School, International Education, Information Technology, Registrar, Student Accounts, Student Life and Student Success. In conjunction with these campus partners, Enrollment Management collaborates with our schools and colleges to lead UB's enrollment management strategy. For further information, please visit our [website](#).

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.
- Minimum of 3 years of experience in international admissions or admissions, with strong knowledge of international student recruitment, admissions processes and immigration regulations.
- Strong knowledge of international student recruitment, admissions processes, and immigration regulations.
- Excellent leadership, organizational, and project management skills.
- Demonstrated ability to implement process improvements and use technology (Student and Exchange Visitor Information System (SEVIS), Slate to enhance operations.
- Strong analytical skills and experience with data analysis and reporting.

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- Exceptional oral, written and interpersonal communication skills.
- Ability to work effectively in a fast-paced, dynamic environment.

Applicants must be eligible to work within the United States in a full-time capacity without visa sponsorship.

Preferred Qualifications

- Masters degree.
- Experience as Designated School Official (DSO) in SEVIS or evidence of training in those areas.
- Advanced skills in Slate processes, Slate CRM and reporting tools.

Contact Information

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

Contact