

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

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Posted Feb. 5, 2025, set to expire Aug. 4, 2025

Job Title	Associate Director of Compliance, International Student Services
Department	International Student Services
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Feb. 5, 2025
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/55667
Apply By Email	
Job Description	

Position Summary

The **Associate Director of Compliance** oversees SEVIS compliance, manages initial F-1 and J-1 processing, and supervises the International Student Coordinators and ISS Transition Team. This role ensures adherence to federal and university regulations, enhances compliance support and fosters collaboration across university departments.

- **Management:** Lead the International Student Coordinators and transition support staff 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

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- **Compliance and Regulations:** The Associate Director manages the university's reporting obligations for F-1 and J-1 nonimmigrants, ensuring data integrity between institutional and government systems. They provide leadership and strategic vision for effectively utilizing Sunapsis, ensuring these systems support compliance and operational efficiency. The Associate Director stays current with relevant government, SUNY, and university regulations to maintain consistent SEVIS compliance policies. Additionally, they act as the primary liaison between ISS, EAS, and the Sunapsis Client Team, fostering effective communication and collaboration across these groups.
- **Policy Administration:** The Associate Director will develop and update policies and procedures for issuing immigration documents, ensuring they meet all regulatory requirements.
- **Collaboration and Communication:** Effective collaboration and communication are essential in this role, as the Associate Director will liaise between ISS and other university units to foster a cohesive admissions cycle for F-1 and J-1 students.
- **Strategic Planning:** Supporting the Assistant Vice Provost, the Associate Director will engage in strategic initiatives that include project development, planning, and execution. They will conduct research, analyze data, and assess outcomes to advance the goals of ISS, contributing strategic and innovative ideas to support university operations and other key initiatives.
- **Training and Development:** Developing and implementing training programs for International Admissions staff serving as DSOs is a key responsibility of the Associate Director. They will provide ongoing support and ensure that staff members are competent and compliant with all relevant immigration regulations and procedures. By investing in staff training, the Associate Director ensures that the team remains knowledgeable, skilled, and capable of delivering high-quality services to international students.

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.

Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

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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 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.
- This position may include non-standard (evening/weekend) work hours.

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

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