

International Student Advisor
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=255587>

Downloaded On: Apr. 18, 2025 8:09pm

Posted Apr. 9, 2025, set to expire May 8, 2025

Job Title International Student Advisor
Department
Institution University at Buffalo
Buffalo, New York

Date Posted Apr. 9, 2025

Application Deadline 05/08/2025
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Student Services
Counseling Services

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Job Description

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International Student Advisor

Position Information

Position Title: International Student Advisor

Department: International Student Services

Posting Link: <https://www.ubjobs.buffalo.edu/postings/56648>

Job Type: Full-Time

International Student Advisor University at Buffalo

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Posting Detail Information

Position Summary

The **Office of International Student Services** (ISS) at the University at Buffalo invites applications for the position of **International Student Advisor**.

As an International Student Advisor you will:

- Serve as a Designated School Official (DSO) and an Alternate Responsible Officer (ARO) for the University at Buffalos F-1 student program and its J-1 Exchange Visitor program. Advise international students and academic departments on immigration matters related to F and J statuses, including both immigration regulations and benefits.
- Strengthen the quality and effectiveness of ISS services and programs by planning, developing, and implementing web-based resources and navigation. Provide leadership to the ISS team on web-based content, web accessibility, outreach, and training. Utilize website analytics to enhance ISS strategic decision-making. Develop and maintain student-facing immigration-focused materials and resources.
- Coordinate and manage application processes, policy development, and compliance efforts while ensuring smooth transitions and support mechanisms for various J-1 Exchange Visitor Programs. Lead an evaluation and assessment plan to monitor achievement of desired learning outcomes.
- Assist with developing and implementing programming that enhances international students inclusion and success at the university.

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 nations Top 25 institutions hosting international students, and its Office of International Student Services provides support services for the University at Buffalos 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

- Bachelors degree and two years of directly related work experience, or an equivalent combination of education and experience. Directly related work experience includes experience in immigration advising or student advising in a US higher education context.
- Demonstrated ability to effectively work with diverse constituents including students, alumni, faculty, and staff.
- Excellent spoken and written communication skills, including the ability to communicate effectively with non-native English speakers.
- Strong technology skills, including the ability to use or learn a variety of systems to manage immigration advising and reporting.
- Ability to work non-standard (evening and weekend hours) as needed to meet the professional obligation.
- US citizenship or lawful permanent residency required as mandated by federal (SEVP) regulations.

Preferred Qualifications

- Experience working in an International Student Office at a U.S. college or university.
- Demonstrated knowledge of F-1 and/or J-1 student regulations.

Salary Range

\$58,000 - \$64,000

Special Instructions Summary

Is a background check required for this posting?

Yes

Contact Information

Contact's Name:

International Student Advisor
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Kathryn Tudini

Contact's Pronouns:

Contact's Title: Assistant Vice Provost for International Student Services

Contact's Email: katietud@buffalo.edu

Contact's Phone: 716-645-8703

Posting Dates

Posted: 04/09/2025

Deadline for Applicants:

Date to be filled:

jeid-a40455d1219ca242ae254aef31ee4cef

Contact Information

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

Contact

N/A

University at Buffalo

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