

Senior International Student Advisor & SEVIS Manager University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=255913>

Downloaded On: Apr. 20, 2025 2:42am

Posted Apr. 16, 2025, set to expire May 14, 2025

Job Title	Senior International Student Advisor & SEVIS Manager
Department	International Student Services
Institution	University at Buffalo Buffalo, New York
Date Posted	Apr. 16, 2025
Application Deadline	05/14/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services Counseling Services
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Senior International Student Advisor & SEVIS Manager

Position Information

Position Title: Senior International Student Advisor & SEVIS Manager

Department: International Student Services

Posting Link: <https://www.ubjobs.buffalo.edu/postings/56696>

Job Type:

Senior International Student Advisor & SEVIS Manager University at Buffalo

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Full-Time

Posting Detail Information

Position Summary

The [Office of International Student Services](#) at the University at Buffalo is seeking a dynamic and dedicated **Senior International Student Advisor and SEVIS Manager** to join our team. This is an exciting opportunity for a skilled professional who is passionate about supporting international students and ensuring compliance with immigration regulations. The Senior Advisors responsibilities will include:

International Student Advising

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 F-1 and J-1 students regarding their compliance with immigration regulations. Review and process international student requests in accordance with federal regulations and UB policies and procedures.

Support International Student Inclusion and Success Initiatives

Help develop and implement programming that enhances international students inclusion and success at the university.

SEVIS Compliance Reporting

Ensure compliance with SEVIS requirements. Lead SEVIS reporting processes, manage alert systems for key compliance events, and conduct internal audits to maintain data integrity.

Database Management

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Manage Sunapsis configurations, conduct user training, and facilitate testing and customizations. Maintain a proactive approach to identifying and resolving issues and tracking feature requests to support enhancements. Liaise with members of the university's information technology team, help identify system inefficiencies and implement process improvements.

Serve as Team Lead and Liaison

Coordinate departmental and interdepartmental projects that support university adherence with immigration regulations and international student enrollment and retention. Foster strong working relationships with both internal teams and external partners to promote seamless operations and to support immigration compliance.

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](#).

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.

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- Experience using Sunapsis or a comparable batch system.
- 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

- Masters degree in a field related to international education or student services.
- Advanced knowledge of F-1 or J-1 immigration regulations.
- Demonstrated ability to analyze data, identify trends, and troubleshoot issues within student information systems.

Salary Range

\$62,000 - \$68,000

Special Instructions Summary

Is a background check required for this posting?

Yes

Contact Information

Contact's Name: Amy Burk

Contact's Pronouns:

Contact's Title: Associate Director

Contact's Email: alc45@buffalo.edu

Contact's Phone: 716-645-2258

Posting Dates

Posted: 04/15/2025

Deadline for Applicants:

Date to be filled:

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05/29/2025

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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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