

International Student Advisor  
Kean University

Direct Link: <https://www.AcademicKeys.com/r?job=259739>

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Posted Jul. 15, 2025, set to expire Mar. 27, 2026

**Job Title** International Student Advisor  
**Department** Center for International Studies  
**Institution** Kean University  
Union, New Jersey

**Date Posted** Jul. 15, 2025

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Student Services  
Counseling Services

**Job Website** [https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/International-Student-Advisor--Center-for-International-Studies\\_R3498-1](https://kean.wd1.myworkdayjobs.com/en-US/Kean/details/International-Student-Advisor--Center-for-International-Studies_R3498-1)

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**Job Description**

**Center for International Studies**

**International Student Advisor (ISA)**

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The International Student Advisor (Professional Services Specialist 3) plays an integral role in supporting the international student community at Kean. This position reports to the Director of the Center for International Studies and serves as a Designated School Official (DSO) and Alternate Responsible Officer (ARO) for SEVIS purposes. The International Student Advisor serves as the lead advisor for international students in F status and facilitates processes for international exchange students and research scholars in J status.

The ISA is responsible for independently performing professional functions using established policies, procedures, precedents and guidelines; and does related work as required. This position requires travel and a flexible schedule including evening and weekend hours.

Qualifications: Bachelor's degree from an accredited college and two years of professional experience in international studies or a related field is required. A Master's degree in a related field may be substituted for one year of the required experience.

**NOTE:** The successful applicant must be a U.S. Citizen or legal Permanent Resident to serve as a Designated School Official (DSO) and Alternate Responsible Officer (ARO) for SEVIS purposes.

Preferred qualifications include: two years of professional experience working as a DSO and/or ARO and working with students in a higher education setting; proficiency in a second language, with a strong preference for Mandarin Chinese or Spanish; experience studying, living or working abroad; and knowledge of F-1 and SEVIS regulations.

Candidate must have strong organizational skills, excellent oral and written communication skills and interpersonal skills, with the ability to interact effectively with an international student community and a high level of attention to detail.

Candidacy review begins immediately and continues until appointment is made. **Please submit your cover letter, resume/CV and contact information for three professional references.** Official transcripts are required prior to the starting date of employment.

In compliance with New Jersey's Pay Transparency Law, the negotiated annual salary range for this position is: \$61,674.62 to \$77,105.79 (Steps 1-6). Salaries for internal applicants will be based on union negotiated calculations. This position may also be eligible for a comprehensive benefits package, including health and dental insurance, a retirement plan and benefits for work life balance. For a full overview of our benefits offerings, please refer to our [Kean University Benefits website](#).

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**Contact Information**

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

**Contact**

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