

International Student Coordinator
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=268764>

Downloaded On: Nov. 29, 2025 12:11pm

Posted Nov. 29, 2025, set to expire Dec. 20, 2025

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

Date Posted Nov. 29, 2025

Application Deadline 12/20/2025
Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Student Services

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Job Description

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International Student Coordinator

Position Information

Position Title: International Student Coordinator

Department: International Student Services

Posting Link: <https://www.ubjobs.buffalo.edu/postings/60048>

Job Type: Full-Time

Posting Detail Information

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Position Summary

The Office of International Student Services at the University at Buffalo invites applications for the position of **International Student Coordinator**.

As International Student Coordinator, you will:

Serve as Designated School Official and Alternate Responsible Officer

- Represent the University as a DSO and ARO
- Process student requests while ensuring accuracy and eligibility in accordance with F-1 and J-1 regulations
- Serve as an advising assistant, and inform students and department representatives on related policies and procedures

Support SEVIS Compliance

- Monitor select F-1 and J-1 student alerts in Sunapsis and SEVIS.
- Assist with SEVIS Batch Management and data reconciliation
- Support compliance-related tasks, including SEVIS registration and degree conferrals

Facilitate New Student Transitions

- Analyze the needs of new students to enhance pre-arrival support
- Facilitate new student inquiries, such as late arrivals, administrative processing, and change of plans

Office Operations

- Lead student staff in the ISS Check-In process and manage specialized cases
- Serve as backup for the Administrative Assistant

Support International Student Inclusion and Success Initiatives

- Assist with programming that enhances international students inclusion and success

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 our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of Americas leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

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 a minimum of one year of experience in an area related to advising students in a U.S. higher education environment, or to supporting compliance with U.S. immigration regulations. Equivalent combination of education and experience will be considered.

- Excellent spoken and written communication skills, including the ability to communicate effectively with non-native speakers of English.
- Excellent organizational ability, detail orientation and customer orientation, and strong computer skills.
- Demonstrated intercultural skills and firsthand experience in a multicultural setting.
- US citizenship or lawful permanent residency required as mandated by federal (SEVP) regulations.

Preferred Qualifications

Experience using Sunapsis.

Physical Demands

Salary Range

\$51,261 - \$55,000

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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 of Compliance

Contact's Email: alc45@buffalo.edu

Contact's Phone: 716-645-2258

Posting Dates

Posted: 11/21/2025

Deadline for Applicants:

Date to be filled: 01/29/2026

jeid-8f0c84fbb6f3384a811b2f76ac7dc9e0

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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