

Director, Overseas and Intercultural Programs
University at Buffalo, The State University of New York

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Downloaded On: May. 9, 2024 12:54am

Posted Sep. 20, 2023, set to expire Aug. 4, 2024

Job Title	Director, Overseas and Intercultural Programs
Department	International Education Administrative Operations
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 20, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Student Services
Job Website	https://www.ubjobs.buffalo.edu/postings/45318
Apply By Email	
Job Description	

Position Summary

The ***Director, Overseas and Intercultural Programs*** will have a varied and highly visible position within the University at Buffalo's International Education division. Reporting to the Vice Provost for International Education, the Director will be based at the University at Buffalo and will share responsibility for managing the University at Buffalo's Singapore-based undergraduate degree (UB/SIM) program. The Director will also play a key role in expanding collaboration with UB's international alumni, and will develop and implement inter-culturally and internationally focused events and programs for the University at Buffalo community.

The Director will be responsible for:

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- Managing the UB-SIM program office at UB and working collaboratively with the Director of the Singapore-based program office
- Liaising with representatives of the Singapore-based host university and program partner
- Collaborating with UB academic departments to identify and orient program faculty and to facilitate departmental oversight of program courses and curricula
- Liaising with UB administrative departments who deliver academic support services to the program; and coordinating student admissions between the Singapore campus and UB's admissions personnel

The Director will also:

- Develop and implement intercultural and internationally-focused events and programs that engage UB faculty, staff, students and community members
- Serve as International Education's alumni relations coordinator
- Represent the Office of International Education to campus visitors and at international events

This position requires the ability to travel internationally, as well as the ability to work non-standard (evening and weekend) hours to satisfy the position's professional obligations.

UB's [Office of International Education](#) connects UB with the world, fostering a globally competent university community whose international engagement is informed and impactful. Our [UB/SIM Program](#) is a thriving community of 1,500 students in Singapore who pursue University at Buffalo undergraduate degrees in seven disciplines: Business Administration, Communication, Psychology, Economics, Sociology, International Trade and Geographic Information Science.

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 mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's 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,

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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

- Bachelor's degree and a minimum of three years of academic administrative work experience in a US higher education context, or an equivalent combination of education and experience. Experience must involve direct experience in international program coordination, or involve significant collaboration with international alumni, partners, or sponsors.
- A demonstrated ability to lead and work collaboratively.
- Excellent communication and interpersonal skills including demonstrated ability to communicate and interact effectively with individuals from a wide range of cultural backgrounds.
- Experience with developing and implementing intercultural events
- Excellent problem-solving and strong analytical skills with proven ability to strategize, prioritize, and make timely decisions
- Ability to work non-standard (evening and weekend hours) as is needed to meet the position's professional obligation.
- Ability to travel internationally, including having a valid passport or the ability to obtain one prior to travel; and the ability to obtain travel visas for countries visited by the University at Buffalo, if regularly available to US visitors

Preferred Qualifications

- Master's degree
- Knowledge of Singaporean government regulations that impact international educational exchange, and of the Singaporean educational system.
- Experience living or working internationally.
- Experience conducting effective negotiations in an Asian environment.

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Contact Information

Please reference Academickeys in your cover letter when
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Contact

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