

Associate Director, UB Immigration Services
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=258373>

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Posted Jun. 17, 2025, set to expire Jul. 12, 2025

Job Title Associate Director, UB Immigration Services
Department
Institution University at Buffalo
Buffalo, New York

Date Posted Jun. 17, 2025

Application Deadline 07/12/2025
Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Legal

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Job Description

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Associate Director, UB Immigration Services

Position Information

Position Title: Associate Director, UB Immigration Services

Department: Immigration Services

Posting Link: <https://www.ubjobs.buffalo.edu/postings/57532>

Job Type: Full-Time

Posting Detail Information

Associate Director, UB Immigration Services
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Position Summary

The University at Buffalos [Office of Immigration Services](#) invites applications for the position of **Associate Director, UB Immigration Services**. Reporting to the Associate Vice Provost for Immigration Services, the Associate Director will:

- Serve as an Immigration Attorney on behalf of the University at Buffalo and UBs affiliated employers
- Provide consultation services to various university units on the employment of foreign nationals
- Counsel and advise current and prospective foreign national employees
- Conduct legal research, summarize legal findings, and issue memoranda
- Help represent the Office of Immigration Services to the University community, and help represent the University to State and Federal regulatory agencies
- Help manage office records, prepare reports, and support other duties as assigned

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.

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

- J.D. Degree from an accredited ABA law school or foreign equivalent
- Member of the New York State Bar or other state bar association in good standing
- Formal training in and a demonstrated understanding of the laws and regulations that apply to employment-based immigration petitions
- Demonstrated understanding of the laws and regulations that apply to international exchange (J-1) visitors
- US Citizen or Lawful Permanent Resident, as mandated by US Exchange Visitor Program

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Regulations

Preferred Qualifications

- Experience working in a US higher education environment, preferably at a Very High Research Activity (R1) university.
- Experience as a Responsible Officer or Alternate Responsible Officer

Physical Demands

Salary Range

\$85,000 - \$105,000

Special Instructions Summary

Is a background check required for this posting?

Yes

Contact Information

Contact's Name: Oscar Budde

Contact's Pronouns:

Contact's Title: Associate Vice Provost Immigration Services

Contact's Email: oabudde@buffalo.edu

Contact's Phone: 716-645-2355

Posting Dates

Posted: 06/13/2025

Deadline for Applicants:

Date to be filled:

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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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