

Director, UB-SIM Programs
University at Buffalo

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Downloaded On: Nov. 11, 2025 2:48pm

Posted Nov. 11, 2025, set to expire Dec. 8, 2025

Job Title Director, UB-SIM Programs
Department VPIE Overseas Programs
Institution University at Buffalo
Buffalo, New York

Date Posted Nov. 11, 2025

Application Deadline 12/08/2025

Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Administration - General

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Job Description

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Director, UB-SIM Programs

Position Information

Position Title: Director, UB-SIM Programs

Department: VPIE Overseas Programs

Posting Link: <https://www.ubjobs.buffalo.edu/postings/59921>

Job Type: Full-Time

Posting Detail Information

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Position Summary

The **Director, UB-SIM Programs** is responsible for the academic administration of the University at Buffalos undergraduate degree programs offered in partnership with the Singapore Institute of Management (SIM). Based at the [SIM Campus](#) in Singapore, the Director will lead and support Singapore-based faculty and staff.

Under the leadership of UBs Vice Provost for International Education, the Director will also serve as a key liaison between UBs Office of International Education and SIM, fostering collaboration and alignment between both institutions.

Key Responsibilities include -

Academic Administration and Program Management

- Serve as liaison between UB and SIM on academic and administrative matters
- Represent the UB-SIM program to a range of external stakeholders
- Foster a positive learning environment and ensure program quality
- Enforce UB academic and conduct policies; coordinate interventions for at-risk students

Supervision, Training and Development

- Supervise program staff, including the Assistant Resident Director
- Oversee academic advisement and co-supervise Academic Advisors
- Recruit, orient, and support local faculty in collaboration with SIM and UB
- Provide ongoing mentoring and logistical support for new and returning faculty

Outreach

- Develop and deliver recruitment programs, orientations, and related events
- Prepare and deliver speeches at regular and special events
- Lead cross-cultural faculty initiatives (e.g., workshops, seminars)

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Compliance and Reporting:

- Ensure compliance with UB policies and Singaporean regulations
- Prepare reports and documentation, as required, including preparing and submitting Singapore tax documentation for visiting faculty

Accommodations in Singapore and round trip airfare are provided.

This position requires the applicant meet the employment eligibility standards that apply to those who work in the United States on a full time basis. Employment in this position is contingent upon receipt of employment authorization and entry approval from the Government of Singapore.

Learn more:

- Learn more about the [UB-SIM Program](#) through which UB offers a variety of undergraduate programs in cooperation with the Singapore Institute of Management (SIM) in Singapore.
- Learn more about our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life..
- Learn more about the [University at Buffalo](#), New Yorks States flagship university

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicants race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Minimum Qualifications

Masters degree and five years of directly related experience. This experience must include:

- professional work experience in a US higher education environment
- experience delivering or managing instruction; with teacher training, or faculty development, or a related area
- significant supervisory experience
- experience working internationally

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Other Minimum Qualifications are

- A knowledge of academic and accreditation standards in US higher education
- Demonstrated public speaking skills.
- An ability to communicate and interact effectively and persuasively with individuals from a wide range of cultural backgrounds.

Preferred Qualifications

- Demonstrated knowledge of Singapore government regulations that apply to higher education
- Experience with academic advisement in a US higher education environment.
- Experience teaching or working in Asian environment.

Physical Demands

- Ability to relocate to Singapore, including the ability to travel internationally.

Salary Range

\$100,000 - \$130,000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Marlies Borzynski

Contact's Pronouns:

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Contact's Title: Project Staff Assistant

Contact's Email: marliesv@buffalo.edu

Contact's Phone: 716-645-4894

Posting Dates

Posted: 11/10/2025

Deadline for Applicants: 12/08/2025

Date to be filled: 03/01/2026

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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