

Senior Academic Advisor
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=221594>

Downloaded On: May. 9, 2024 3:59pm

Posted Sep. 18, 2023, set to expire Aug. 4, 2024

Job Title	Senior Academic Advisor
Department	Undergraduate Education
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 18, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Educational Services
Job Website	https://www.ubjobs.buffalo.edu/postings/45261
Apply By Email	
Job Description	

Position Summary

The department of Undergraduate Education seeks to hire two energetic and highly professional Senior Academic Advisors to support the mission of the [University Honors College](#) and [Exploratory and Pre-Professional Advising Center \(EPAC\)](#). This position provides undergraduate advising services, including a broad range of advising support and administrative functions. These positions report to the unit leadership of the University Honors College and EPAC respectively.

Key Accountabilities and Responsibilities

- Provides timely and accurate academic advisement for new and current students.
- Assists students with academic planning, major and course selection guidance related to

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students' interests and abilities.

- Offers advice in the following settings: in-office counseling, phone, Zoom/virtual and email, including managing and tracking assigned caseload of students in EAB Navigate.
- Offers key student success and retention initiatives, including monitoring student academic progress and related outreach, coordinating intervention strategies, and facilitating programs and workshops focused on student engagement, support, and success.
- Advises unit leadership on strategies to increase student success and retention.
- Special assignments as determined by unit leadership.

We invite individuals to apply whose perspectives and experiences will enrich and strengthen our organization. Undergraduate Education serves an increasingly diverse constituency of patrons, and our employees, services and policies strive to honor and reflect this diversity. We encourage candidates who thrive in a welcoming multicultural environment to apply.

For over 40 years, the University Honors College has grown to become a thriving living-learning community of 1850 highly motivated and academically talented students. Through a customizable curriculum of small group seminars, service learning, experiential learning opportunities and academic support programs, the Honors College fosters student leadership, independence, creativity, and success. This is an exciting time to join the University Honors College. In the coming years, we will be enhancing our curriculum and our programming to reflect our commitment to undergraduate research and experiential learning; civic engagement; global citizenship and the wellbeing of our diverse communities.

The Exploratory and Pre-Professional Advising Center (EPAC) supports the university mission of providing an inclusive environment and a transformative educational experience that promotes the academic and personal success and engagement of all undergraduate students. Working collaboratively with academic advisors, faculty, administrators, and support service providers, we aim to develop standardized best practices, deliver high quality programs, and provide the necessary resources to help our students persist and attain their undergraduate degree. The Exploratory and Pre-Professional Advising Center (EPAC) is committed to providing as diverse and as inclusive environment as possible for staff, faculty, and students. Therefore, we seek candidates who are committed to ensuring that services reflect, support and enhance diversity, equity and inclusion.

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. 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, 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

- **Master's degree and a minimum** of one (1) year of professional academic advising experience working with students in a college or university setting, including competencies in the following areas:
 - Experience serving and supporting diverse student populations.
 - Strong interpersonal communication skills, including verbal, written, and active listening with ability to collaborate as part of a dynamic team and possess a positive and professional demeanor.
 - Possess excellent organizational skills, a high attention to detail and ability to achieve accuracy in all areas of responsibility. This includes the ability to prioritize workload and complete multiple projects simultaneously within expected deadlines.
 - Possess and display a high-level of customer service to all constituents.
 - Strong technological/computer competence. Proficient with Microsoft Office with knowledge of Outlook, Word, PowerPoint, and Excel.
 - Must be able to work independently with minimal direction and exhibit good judgment and possess a strong sense of accountability and self-motivation.

Preferred Qualifications

- Master's degree in higher education administration, student affairs administration, counseling, or

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related field.

- Three (3) or more years of academic advising experience in a college or university setting.
- Experience working with the needs of high achieving students or students interested in pursuing pre-health or health related career fields.

Contact Information

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

Contact

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