

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

Direct Link: <https://www.AcademicKeys.com/r?job=224711>

Downloaded On: May. 9, 2024 2:16am

Posted Oct. 30, 2023, set to expire Aug. 4, 2024

Job Title	Academic Advisor
Department	College of Arts and Sciences
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 30, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Student Services Counseling Services
Job Website	https://www.ubjobs.buffalo.edu/postings/46197
Apply By Email	

Job Description

Position Summary

The [College of Arts & Sciences](#) at the University at Buffalo is seeking an [Academic Advisor](#) to work with undergraduate students. As the Advisor, you would be responsible for providing a range of support services to undergraduate students who are enrolled in degree programs offered by the college. Caseloads will include incoming freshman, transfer students and continuing undergraduate students in addition to working with students who are at risk of not completing their degrees.

You may also assist with advising-related initiatives that support the college overall and represent the college at events, as needed. The Advisor will report to the Director of CAS Advisement Services.

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As the Advisor your responsibilities would include:

- Advise incoming students, including transfers from community colleges and University change-of-majors who are exploring or entering an academic program in the college. Onboard and counsel transfer students with regard to: developmental academic planning; general education and major requirements; evaluation of courses for transfer; class registration and degree tracking; and maintaining successful academic progress. Facilitate students' transition to updated or new academic programs by providing comparative degree completion analysis.
- Pursue and lead strategies to address the needs of under-performing students (e.g., those who have received academic warnings, have low GPAs, or are at risk of failing.) Support students by troubleshooting roadblocks, and tracking students' progress. Partner with the related university offices to foster activities that support the population.
- Establish advising processes that cover scheduled and walk-in individual advising, group advising, and classroom presentations. Help students negotiate university regulations, assisting with the completion of forms as needed.
- Incorporate direction from department leaders with regard to managing caseloads from their respective units. Work collaboratively with peer and faculty advisors. Maintain relationships with Career Services; Counseling Services; Office of Accessibility Resources; Equity, Diversity and Inclusion; and related areas with regard to referring students for services.
- Develop and maintain working knowledge of and effective relationships with student support and business offices across the university to effectively assist students to leverage available supports and successfully navigate potential barriers to success.
- Learn and utilize technology such as HUB Advising, SIRI, Navigate, and other tools. Enter and analyze student data for reporting and assessment.
- Collaborate on university retention initiatives, including campaigns designed to influence non-registered students.
- Represent the college at student events related to advising and recruiting, such as Welcome programs, New Student Orientations, and Majors Fairs, with some occurring on nights and weekends. Conduct presentations as needed.

The [College of Arts and Sciences](#) is a large college, with a small college feel. We are the largest academic unit at the University at Buffalo, with 30 departments and 16 academic programs, 23 centers and institutes, two art galleries and major theater and music performance venues. We provide education and scholarship in the Liberal Arts and Sciences to the University, the Western New York community and the world at large.

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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, 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 required.
- Two years professional experience working with undergraduate students in a higher education setting.
- Able to learn and advise students on curriculum requirements for a wide range of programs, with adherence to confidentiality standards.
- Ability to handle confidential information on a daily basis; Understand the FERPA laws enacted to protect student privacy and information.

Preferred Qualifications

- Experience with academic advising and working on student success initiatives.

Physical Demands

Periodic evening and weekend work required.

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

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