

Academic Coordinator, School of Engineering and Applied  
Sciences  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=226657>

Downloaded On: May. 7, 2024 11:29pm

Posted Dec. 1, 2023, set to expire Aug. 4, 2024

<b>Job Title</b>	Academic Coordinator, School of Engineering and Applied Sciences
<b>Department</b>	School of Engineering and Applied Sciences
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Dec. 1, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Educational Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/46809">https://www.ubjobs.buffalo.edu/postings/46809</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

#### Position Summary

The [School of Engineering & Applied Sciences \(SEAS\)](#) seeks to hire innovative and highly professional Academic Advisors who are passionate about assisting students as they progress through their academic journey, from new student orientation to graduation. Positions are available within the various School's Departments.

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The **Academic Advisors** will aid undergraduate and/or graduate students with choosing classes, determining their strengths, selecting majors, and help them work towards careers that fit their talents. To ensure that students are progressing towards their goals, the Academic Advisors will communicate regularly with students, maintain records of their performance, and intervene if declines in grades or attendance occur.

A successful candidate should have a strong desire to support student development and be caring, organized, communicative, and accessible.

**Key accountabilities and responsibilities:**

- Provide consultation, guidance and advisement to students within an academic department regarding academic plans and strategies; maintain appropriate records regarding student consultations.
- Present on standard advisement topics at large and small workshops and orientations.
- Connect students to resources and services across the institution in support of individual student success and in partnership with student success personnel.
- Process, verify, and/or approve academic paperwork and records; update academic records, review external documents, certify graduation, evaluate transfer work, and process academic exceptions to curriculum requirements.
- Process all tuition scholarship forms from all funding sources. Maintain financial records and assignments for student support, tuition and scholarships.
- Process all student appointment paperwork. From all funding sources – State, RF and UBF.
- Monitor student academic progress to degree attainment and conduct degree checks to ensure compliance with degree program requirements
- Create, review, and edit departmental Course Catalog listings. Process new-course proposals. Secure course textbooks, desk copies, and companion solution manuals as appropriate.
- Design and maintain all undergraduate and graduate level course schedules, accommodating multiple and varying constraints, setup and maintenance of room and force caps, allotment of adequate space for majors and graduating seniors, and coordination of cross listed courses.
- Career Opportunities: Make students aware of internship, Study Abroad and job opportunities in coordination with the SEAS Dean's Office and UB Career Services.
- Provide input to departmental leadership regarding the development of advisement, recruitment, and/or curricular programs offered by the school/college; Assist in the collection, analysis and reporting of learning outcomes assessment data as required by ABET. Create and administer student, alumni and employer surveys.

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- Assist in the organization and presentation of departmental portion of Orientation, Open houses, Preview Day and Commencement.
- Assist in identification of candidates eligible for UB scholarships and awards.

### **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](#).

As an Equal Opportunity / Affirmative Action employer, the University at Buffalo will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

### **Minimum Qualifications**

- Bachelor's Degree required and 2 years of experience in higher education administration, administrative support, or fiscal management.
- Experience with MS Office products, Word and Excel.
- Applicant must possess strong writing, communication and data management skills as well as excellent interpersonal skills.

### **Preferred Qualifications**

- Master's Degree preferred.
- Three years of experience in higher education administration, administrative support, or fiscal management.
- Experience with UB systems, HUB, and SIRI

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**Contact Information**

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

**Contact**

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