

EOP Senior Counselor, Educational Opportunity Program  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=226658>

Downloaded On: May. 8, 2024 11:50am

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

<b>Job Title</b>	EOP Senior Counselor, Educational Opportunity Program
<b>Department</b>	Educational Opportunity Program
<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>	Professional Staff
<b>Academic Field(s)</b>	Counseling Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/46811">https://www.ubjobs.buffalo.edu/postings/46811</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

The [Educational Opportunity Program](#) (EOP) seeks a student-focused EOP **Senior Counselor** to provide a diverse population of undergraduate students with academic advising support and life coaching. Members of the EOP advising team are assigned a caseload of up to 150 students and collaborates with other academic advisors, faculty, and staff throughout the University to provide holistic advisement support to EOP students.

Responsibilities would include:

- Advise freshman and incoming students, including transfer EOP students from community

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colleges and other SUNY institutions.

- Onboard and counsel 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 university by providing coaching on personal, social, economic, and career choices.
- Pursue and lead strategies to address the needs of under-performing students (e.g., students on academic warning, low GPAs, or are at risk of failing). Support students by troubleshooting roadblocks, and tracking students' progress. Partner with University Centers, such as Tutoring, Writing, Math etc., and other related offices to promote activities to foster improvement.
- Establish advising processes that cover scheduled and walk-in individual advising, group advising, and classroom presentations.
- Assist students navigate university regulations and assist with form completion as, needed.
- Work collaboratively with peer and faculty advisors. Maintain relationships with Career Services; Counseling Services; Office of Accessibility Resources; Equity, Diversity and Inclusion; and other 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.
- Attend College Fairs and other events related to advising and recruiting, such as Welcome programs, New Student Orientations, Major Fairs, and Enrollment Management events to include evenings, late nights, and weekends. Conduct presentations as needed.

### **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

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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 or professional certification.
- 1 year of experience in a related field.
- Ability to advise students on curriculum requirements for a wide range of programs, with adherence to University standards.
- Excellent interpersonal, organizational, and verbal and written communication skills.
- Ideal candidate is student-focused, customer-service oriented, and able to thrive in a fast-paced collaborative, creative, and diverse environment.
- Must be able to manage competing priorities, be deadline-driven, and demonstrate a commitment to learning new skills as needed.
- Ability to handle confidential information on a daily basis; Understanding of FERPA laws.

**Preferred Qualifications**

- Experience with university systems (SIRI, HUB, Navigate, etc.) and other applications related to student academic records and student support services strongly preferred.
- Experience with university policies and procedures surrounding undergraduate education.
- Understanding of and experience working with economically disadvantaged and underrepresented student programs and populations.
- Experience with academic advising and student success initiatives.
- Working knowledge of the University academic integrity guidelines.
- Working knowledge of undergraduate financial aid rules with regard to student registrations.
- Bilingual Ability: Spanish preferred.

**Contact Information**

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

**Contact**

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