

Graduate Programs Administrator
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=226706>

Downloaded On: May. 9, 2024 1:56pm

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

Job Title	Graduate Programs Administrator
Department	Epidemiology and Environmental Health
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 1, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services
Job Website	https://www.ubjobs.buffalo.edu/postings/46827
Apply By Email	
Job Description	

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The Department of Epidemiology and Environmental Health (EEH) seeks a **Graduate Programs Administrator** to join their administrative team. This position has a primary focus on supporting all our nearly 125 (and growing) graduate students from application to graduation, as well as providing support for various department administrative matters as assigned.

Specific responsibilities include, but are not limited to:

- Providing support to students, faculty, departmental leadership, and staff, at each phase of the student life-cycle, from the prospective student and admissions phase, orientation, enrollment, academic advising and other student services, through to graduation and transition to career.
- Provide strategic advice to the chair, director of graduate studies, and program directors on graduate enrollment and improving the graduate student experience.
- Act as the primary contact for all our graduate students, especially as they are onboarded to the department and its various activities.
- Provide prescriptive advising to matriculating graduate students on areas such as degree requirements, course options, and the processing of various forms related to degree completion.
- Maintain various academic and student records including, but not limited to, enrollment data, course evaluations, alumni contacts and surveys, etc.
- In support of graduate student activities, provide business support such as booking air travel, lodging, and itinerary preparation for student travel, as well as processing student appointments and scholarships.
- As a member of the department's administrative team, the incumbent will be asked to provide general business support as needed, including but not limited to, processing of adjunct/volunteer appointments, assisting with faculty travel, and event planning and support.

**Position
Summary**

This position requires strong professional judgement and independent resourcefulness, while handling time-sensitive matters that require excellent problem-solving skills and confidentiality. The Graduate Programs Administrator must be a self-motivated professional who requires minimal supervision in addressing program-related decisions and is able to work both independently and as part of a team. They must be able to organize tasks and follow them to completion. This position will require on-the-job learning and new skills development pertinent to new departmental initiatives and changes in UB policies and other, related regulations. The Graduate Programs Administrator will be a welcomed member of a high

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**Minimum
Qualifications**

- Master's degree.
- Documented experience working with students.
- Strong technology skills to include effective utilization of Microsoft Office (Word, Excel, PowerPoint and Outlook) and efficient file sharing techniques.
- Self-motivation with a history of improving processes and functions.
- Excellent communication and interpersonal skills.

**Preferred
Qualifications**

- Advanced degree in one the graduate programs offered by EEH
- Familiarity with UB systems including Slate, Concur, SIRI, ShopBlue, ePTF, UBbox, etc.
- Experience with administrative and prescriptive advising for graduate students.
- Experience working with student records.
- Experience managing course schedules.
- Experience working with an electronic admissions platform
- Experience coordinating large events (especially student events)

Contact Information

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

Contact

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