

Undergraduate Academic Coordinator, Biomedical
Engineering
University at Buffalo, The State University of New York

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Downloaded On: May. 9, 2024 8:13am

Posted Dec. 7, 2023, set to expire Aug. 4, 2024

Job Title	Undergraduate Academic Coordinator, Biomedical Engineering
Department	Biomedical Engineering
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 7, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Educational Services
Job Website	https://www.ubjobs.buffalo.edu/postings/46929
Apply By Email	
Job Description	

Position Summary

The Academic Advisor/***Undergraduate Academic Coordinator*** will be responsible for administration of the **Biomedical Engineering (BME)** undergraduate program under the direction of the department Chair and Director of Administration as well as coordination and staff support to the BME Director of Undergraduate Studies.

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

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Key accountabilities and responsibilities:

- Serve as academic coordinator for BME undergraduate students with emphasis on junior and senior students accepted into the major.
- In coordination with the SEAS Office of Undergraduate Education, provide consultation and advisement to students within BME regarding academic plans and strategies; maintain appropriate records regarding student consultations.
- Connect students to resources and services across the institution in support of individual student success and in partnership with student success personnel.
- Undergraduate Program Administration: steward the administrative functions of the undergraduate program including resolving registration issues and managing force registration. Assist with prerequisite checking, PERC, Incomplete Grade resolutions and changes, and Faculty Advisement requirements.
- Serve as departmental scheduler for 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.
- Department administrative events: assist with Open House, Commencement, Undergraduate Orientation, Poster Competition, Seminar Series, Advisement workshops.
- Create, review, and edit departmental Course Catalog listings. Process new-course proposals, submit curriculum changes as needed.
- Secure course textbooks with the University bookstore, and desk copies as appropriate.
- 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.
- Collaborate with department Graduate Coordinator to administer student exit and alumni surveys, maintain Alumni database, and build alumni outreach strategies.

Outstanding Benefits Package

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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 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.

Contact Information

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

Contact