

Graduate Studies Coordinator, CAS Natural Sciences and
Mathematics Sector
University at Buffalo, The State University of New York

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Downloaded On: May. 8, 2024 9:55am

Posted Jan. 29, 2024, set to expire Aug. 4, 2024

Job Title	Graduate Studies Coordinator, CAS Natural Sciences and Mathematics Sector
Department	CAS Natural Sciences and Mathematics Sector
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 29, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Coordinator
Academic Field(s)	Student Services Communications/Public Relations
Job Website	https://www.ubjobs.buffalo.edu/postings/47799
Apply By Email	
Job Description	

Position Summary

The **Graduate Studies Coordinator** in the [College of Arts and Sciences](#) serves a vital role in promoting the educational and career success for students in the department and sector. As the coordinator, you will provide excellent customer service to various populations.

Duties include (but are not limited to):

- Provide a broad spectrum of support to graduate students. This includes from time of application,

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during the admission cycle, acceptance, arrival and throughout the duration of their program of study to conferral.

- Through use of current communication methods including social media provide exceptional customer service. Using strong interpersonal, and administrative skills, you will work to recruit, enroll, support, and retain exceptional students for Master's and PhD programs.
- Provide tours to prospective students and/or meet with prospective students virtually to provide information on graduate programs.
- Represent departments and programs at the various events such as open house, accepted student day, etc.
- Assist the Directors of Graduate Studies, Department Chairs, and Graduate Admissions Advisors, in all aspects of student recruitment, retention, and management.
- Serve as the brand ambassador for departments and programs. Work to strengthen collaborative relationships with students, faculty, and alumni as well as other internal and external constituents.
- Assist graduate applicants with required materials in Slate and process applications for assigned departments.
- Collaborate with the Graduate Support team across the college to maintain policies and procedures.

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. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more 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.

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Minimum Qualifications

- Bachelors Degree (Associates degree and 2 years of directly related experience would be considered in lieu of Bachelors degree)
- Effective written and oral communication skills.
- Strong and current computing skills including proficiency with Microsoft Excel, Word, and Outlook. Ability and eagerness to learn new systems.
- Excellent customer service skills including the ability to maintain composure in stressful situations.

Preferred Qualifications

- Bachelors degree
- Administrative experience in an academic setting
- Experience with University systems (HUB and SLATE) preferred.

Contact Information

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

Contact

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