

Graduate and Undergraduate Studies Coordinator, Arts  
and Humanities  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=230035>

Downloaded On: May. 9, 2024 8:21am

Posted Feb. 2, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	Graduate and Undergraduate Studies Coordinator, Arts and Humanities
<b>Department</b>	CAS Arts and Humanities Sector
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Feb. 2, 2024
<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/47878">https://www.ubjobs.buffalo.edu/postings/47878</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

The **Graduate and Undergraduate Studies Coordinator** in the [College of Arts and Sciences](#) will serve as a vital role in promoting the educational and career success for students in the department. 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 and undergraduate students (new and transfers). This includes from time of application, during the admission cycle, acceptance, arrival and throughout the duration of their program of study to conferral.

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- Provide tours to prospective students.
- Represent the Department at the various events for graduate and undergrad events such as open house, accepted student day, etc.
- Assist the Director of Graduate Studies, Director of Undergraduate Studies, Department Chair, and Academic Advisor, in all aspects of student recruitment and management.
- Serve as the brand ambassador for the department and responsible for functions that will 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 Student 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. 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**

- Associates Degree.
- Two years of professional administrative experience.
- Effective written and oral communication skills.

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- Strong and current computing skills including proficiency with Microsoft Excel, Word, and Outlook. Ability and eagerness to learn new systems.
- A combination of education and experience will be considered in lieu of the requirement.

Preferred Qualifications

- Bachelors degree.
- Administrative experience in an academic setting and 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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