

Pre-Collegiate Outreach Specialist
University at Buffalo, The State University of New York

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Posted Jan. 30, 2019, expired Jun. 1, 2019

Job Title	Pre-Collegiate Outreach Specialist
Department	Office of University Preparatory Programs
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 30, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Educational Services
Job Website	http://www.ubjobs.buffalo.edu/postings/18255
Apply By Email	
Job Description	

Position Summary

Responsible for collaborating with program staff to manage direct services pertaining to students in grades 5th through 12th. Incumbent will assist with planning, coordinating and implementation of project programming and activities for students and parents. Handle the initial intake and dissemination of information for new LPP students. Help establish and facilitate partner relationships and UB LPP partner agreements. Manage LPP student enrollment and recruitment. This position will require independent judgment with minimum supervision.

Minimum Qualifications

Bachelor's degree in Education related field. Minimum two years experience working with underrepresented populations and/or after-school programs. Experience with lesson planning, classroom management, and use of data in practice. Strong communication and diplomatic skills.

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Preferred Qualifications

Master's degree with minimum three years experience working with underrepresented populations and/or after school programs. Experience with curriculum design.

Contact Information

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

Contact

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