

GPO Director of Student Services  
University at Buffalo, The State University of New York

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Posted Feb. 6, 2019, expired Jun. 8, 2019

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| <b>Job Title</b>            | GPO Director of Student Services  |
| <b>Department</b>           | School of Management  |
| <b>Institution</b>          | University at Buffalo, The State University of New York<br>Buffalo, New York                            |
| <b>Date Posted</b>          | Feb. 6, 2019  |
| <b>Application Deadline</b> | Open until filled   |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Director/Manager  |
| <b>Academic Field(s)</b>    | Student Services  |
| <b>Apply Online Here</b>    | <a href="http://www.ubjobs.buffalo.edu/postings/18330">http://www.ubjobs.buffalo.edu/postings/18330</a> |

**Apply By Email**

**Job Description**

**Position Summary**

The School of Management is seeking a Director of Graduate Programs Student Services for the full-time Graduate Programs in the UB School of Management. In support of graduate program student services, the focus for this position is to:

- Lead and manage Graduate Programs Student Services Team
- Student Services Information Systems focal point
- Act as the primary Graduate Programs Project Manager for curriculum, handbook and/or policy updates on the [mgt.buffalo.edu](http://mgt.buffalo.edu) website
- Take a lead role in creating collaborative graduate program degrees
- Review, update and communicate course schedule

The Director of Graduate Programs Student Services will report directly to the School of Management Assistant Dean and Director of Graduate Programs, and work on a daily basis with teams including but

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not limited to:

- Graduate Programs team for Admissions and Marketing
- School of Management Faculty, Professional Staff, Student Staff
- UB Graduate School, ISSS, The University Registrar
- Other Graduate or Professional offices on campus

#### Minimum Qualifications

- Bachelor's degree with 3 years of experience or Master's degree or Professional Certification with 1 year of experience in Business, Higher Education or related field.
- Proven hands-on, functional expertise in HUB/PeopleSoft, UB InfoSource, and UB SIRI
- Experience with financial aspects of department management (financial accounts, operational expenses, student fee accounts)
- Business acumen, ethical behavior, problem-solving with minimal direction, ability to deliver high quality work in a timely manner
- Excellent interpersonal skills, approachable and able to connect with others
- Ability to quickly learn and use University and external student services support sources.
- Strong customer-focus
- Excellent communicator, with outstanding oral, written and presentation skills, team and collaboration skills, and able to work with a variety of stakeholders, including current students or alumni, administrative and academic departments.
- Strong project management skills, ability to manage multiple projects concurrently and meet strict deadlines.

#### Preferred Qualifications

- Master's degree in Business, Higher Education or related and 5 years relevant work experience
- 3+ years supervisory experience is not required but is a plus
- Higher Education Student Services and/or Admissions and/or Marketing and/or Communications experience and/or management is not required but is a plus
- Functional proficiency in Slate Technolutions CRM is not required but is a plus
- Functional proficiency in Adobe CMS is not required but is a plus

### Contact Information

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

### Contact



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