

Academic Advisor  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=125894>

Downloaded On: Sep. 18, 2019 2:23pm

Posted Jul. 19, 2019, set to expire Nov. 18, 2019

<b>Job Title</b>	Academic Advisor
<b>Department</b>	School of Management
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Jul. 19, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Student Services Counseling Services
<b>Apply Online Here</b>	<a href="https://www.ubjobs.buffalo.edu/postings/20669">https://www.ubjobs.buffalo.edu/postings/20669</a>
<b>Apply By Email</b>	

**Job Description**

Position Summary

The School of Management is among the highest in quality among business schools worldwide. Specifically, the undergraduate program is ranked in virtually all of the major rankings, usually in the top 15 to 20 percent of an elite core group. Serving 3,000 undergraduate students in its majors, the School of Management offers its students many cutting edge resources such as the Undergraduate Learning and Community Center and a specialized Career Resource Center. As such, the office looks to add to the academic advising staff.

Specifically, this position will participate in providing individual, group, and electronic academic advisement to a large caseload of undergraduates in the School of Management. The position's main duties include but are not limited to:

Academic Advisor  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=125894>

Downloaded On: Sep. 18, 2019 2:23pm

Posted Jul. 19, 2019, set to expire Nov. 18, 2019

- Providing student advisement support to undergraduate students
- Assisting with new student registration and orientation
- Assisting with University Events and Programs related to undergraduate students

Since 1923, the UB School of Management has built an impressive reputation as one of the best schools of business in the world. The comprehensive range of our academic portfolio, the expertise of our faculty and the worldwide success of our graduates are the primary reasons for the school's acclaim. Learn more at [mgt.buffalo.edu](http://mgt.buffalo.edu).

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 with two year's experience in a higher education or academic advising setting. Demonstrated experience working with college students in a diverse and high volume environment. Excellence written and verbal communication a must as well as strong presentation and computer skills.

#### Preferred Qualifications

Master's Degree in student personnel or higher education administration with 3 or more years' experience in an academic advising setting; strong organizational and communication skills (oral and written); an understanding of the needs of a diverse student population; experience interpreting and applying academic policies; ability to work within a team environment.

### Contact Information

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

### Contact