

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

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Posted Oct. 31, 2019, set to expire Mar. 1, 2020

<b>Job Title</b>	Academic Counselor
<b>Department</b>	Science and Technology Enrichment Program
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Oct. 31, 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>	Counseling Services
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**Job Description**

The academic counselor will be responsible for overseeing all aspects of academic advisement to students in grades 7-12, career awareness activities and responsible for testing, and student needs assessment. In collaboration with staff and program director, coordinates, develops, and implements academic courses, research and mentoring activities. Requires specific human relations skills in assisting clients including interviewing, gathering and evaluating sensitive data about the client and mutually developing options for action by the client and general knowledge of resources available and processes necessary to carry out counseling plan. The academic counselor is responsible for providing assistance that will lead to students' mastery of course requirements needed to complete high school and successfully complete a post-secondary education program. The incumbent will also coordinate and provide services to student and parents relative to appropriate high school/college selection and network with schools and community groups. Establish career internships for program participants and monitor students' progress. Serve as liaison to school guidance counselors to monitor students' college, scholarships and financial aid application process. Perform appropriate duties, as deemed

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necessary by the Principal Investigator.

**\*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 <http://www.buffalo.edu/administrative-services/for-faculty-staff/benefits/research-foundation/regular-employees.html> benefit packages.

**\*About UB\***

The University at Buffalo is SUNY's most comprehensive public research university, and an outstanding place to work. UB amplifies ambition for faculty and staff by offering endless possibilities to achieve more. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. Dedicated staff and engaged faculty collaborate to further knowledge and understanding, and develop tenacious graduates who are valued for their talents and their impact on global society. Visit our website to learn more about the [http://buffalo.edu/University at Buffalo](http://buffalo.edu/University%20at%20Buffalo).

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.

**Contact Information**

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

**Contact**