

Graduate Academic Coordinator, Chemical & Biological
Engineering
University at Buffalo, The State University of New York

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Posted Aug. 23, 2021, set to expire Dec. 23, 2021

Job Title	Graduate Academic Coordinator, Chemical & Biological Engineering
Department	Chemical & Biological Engineering
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Aug. 23, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Educational Services
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Job Description

Position Summary

The Department of Chemical & Biological Engineering (CBE) has a new and exciting opportunity available for a graduate academic coordinator.

Under the direction of the Director of Administration and the academic directors of graduate admissions and graduate studies, the incumbent will plan, administer, and coordinate all functions serving our graduate students before they enter their program of study, during the time while they are pursuing their degree, and well into their post graduate work. Responsibilities include:

Coordinating with the director of graduate studies on determination and communication of students' performance and academic status at the end of each semester
Conveying and interpret academic policies to students and school administrators

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Ensuring an efficient and timely application review process in an effort to send out earlier acceptance letters and ultimately increase degree enrollment

Ensuring all student appointment and tuition waivers/fee adjustments are created and submitted in a timely manner at inception

Scheduling courses in the student information system (HUB) and work with other academic departments as needed for scheduling and reserving seats for students based on program requirements

Assisting with accepted student receptions, orientations, open house and other admissions-related events as needed

Updating and maintaining student records in each academic program, ensure students are maintaining academic status and are meeting degree requirements in timely manner

Managing student Academic Advising Reports (AAR) in HUB, inputting milestones towards attaining degree requirements, and managing degree conferral paperwork for students in masters and doctoral programs.

Other projects and administrative duties as assigned.

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 a minimum of two years of experience

Ability to standardize best practices and processes

Proven ability to communicate tactfully and diplomatically with patience, compassion, and understanding across language and cultural barriers

Excellent organizational and time management skills, with the ability to juggle multiple requests

Strong proficiency in Microsoft Office applications including Word and Excel

Must possess excellent verbal and written communication skills

Must be able to function well as a team member with an ability to also work independently and problem solve

Ability to multi-task while maintaining a high level of attention to detail

Ability to work independently and problem solve

Flexibility in schedule in order to be involved with events that are offered during the evenings and weekends.

Preferred Qualifications

Master's degree in a related field

Prior experience in a higher education setting working with students

Familiarity with University at Buffalo business systems and processes



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High level of organization and attention to detail

Contact Information

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

Contact