

Graduate Programs Assistant
University at Buffalo, The State University of New York

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Posted Oct. 1, 2021, set to expire Jan. 31, 2022

Job Title	Graduate Programs Assistant
Department	Graduate School, Office of
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 1, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Educational Services Administrative Support/Services
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Job Description

Position Summary

The University at Buffalo Graduate School seeks to hire an experienced and highly responsible professional to serve as Graduate Programs Assistant. The Assistant will provide administrative support for graduate professional development programs, micro-credentials and communications. A successful candidate will exhibit strong written and oral communication skills as well as highly developed organizational and project management skills. The Assistant serves as a liaison to campus-wide audiences including graduate/professional students, faculty, and staff.

The Assistant will report to the Assistant Dean for Graduate Professional Development and will work closely with the Director of Micro-Credentials and the Graduate School Director of Communications. The Assistant prioritizes the functional tasks and objectives in accordance with short and long term

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goals developed with the Assistant Dean.

Key duties and responsibilities include:

Support the development of a series of university wide career and professional development programs for graduate students. Provide input into workshop design and all logistical support for all workshops and programs.

Develop and implement communication plans for each professional development program and weekly mass email communications to the graduate student body.

Manage micro-credential enrollment data. Track the status of submitted micro-credential (MC) proposals using project management software; manage MC enrollment data by creating CSV files, activating and deactivating students in the student information system, and running queries. Reconcile data between Credly badging software, the student information system, and enrollment spreadsheets, and keep up-to-date records of micro-credential enrollment and completion.

Provide assistance with managing Credly digital badging platform. Create digital badge image files using an InDesign template; enter digital badge image files and metadata into Credly system and manage revisions as needed. Issue digital badges (hundreds per year), and respond to student inquiries regarding badge software (e.g., how to accept badge, how to share badge), and run digital badge reports as needed.

Provide email communications support including Graduate Brief weekly e-newsletter building and dissemination, Write Through dissertation e-newsletter building, adding to web and sending, and other email support as needed.

Provide website support. Process programs list change requests (new/updates), micro-credentials change requests (new/updates), NEAR change requests (new/updates), graduate faculty updates, additional support as needed. Provide support for Formstack forms and fillable PDFs as needed.

Provide accessibility support by captioning video content, writing transcripts.

Monitor the primary office email account. Respond and triage inquiries to appropriate staff in a timely manner.

Provide primary telephone coverage for the main office number. Respond and triage inquiries to appropriate staff in a timely manner.

The Graduate School is charged with fostering an environment in which graduate students can participate in the discovery, application and teaching of new knowledge across the many disciplines that make up UB. To achieve that mission, our activities are guided by four strategic priorities: 1. Support the professional development of our graduate students and postdoctoral scholars. 2. Support the creation and on-going improvement of post-baccalaureate degree programs across campus. 3. Provide the campus with a strong understanding of graduate education that enables sound decision-

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making. 4. Develop new funding opportunities for graduate education.

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.

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 and a minimum of 0-1 years of professional work experience in higher education working with diverse student populations with competencies in the following areas:

A highly developed degree of tact and diplomacy are mandatory.

Exceptional interpersonal and communication skills (oral and written) are essential.

Demonstrated excellent planning, organizational, analytical, data management and reporting skills are essential.

Strong working knowledge of MS office applications required including Word, Excel, and Access database administration and reporting.

Experience working with diverse constituents.

Preferred Qualifications

Website management experience.

Program and event management experience.

Demonstrated experience with delivering presentations and with public speaking.

Experience with UB Information Systems (SIRI, HUB).

Contact Information

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

Contact



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