

Senior Staff Assistant for Micro-credentials
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=195167>

Downloaded On: May. 30, 2023 10:51am

Posted Sep. 22, 2022, set to expire Aug. 4, 2023

Job Title	Senior Staff Assistant for Micro-credentials
Department	Graduate Education
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 22, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Educational Services Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/37725
Apply By Email	
Job Description	

Position Summary

The University at Buffalo (UB) office of Micro-credentials within the Graduate School, seeks to hire an experienced and highly responsible professional to serve as **Senior Staff Assistant for Micro-credentials**. This position is responsible for administrative operations and faculty support functions for the office. This position works closely with constituents across the university, including faculty and staff from a wide range of academic and administrative units, in support of developing micro-credentials and awarding digital badges. The Senior Staff Assistant reports to the Director of Micro-Credentials.

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Key duties and responsibilities include:

- Supporting faculty and staff in the development and implementation of micro-credentials.
- Managing micro-credential enrollment data.
- Managing campus-wide micro-credential proposal and review process
- Administering the digital credential management system (Credly)
- Supporting the office's communication strategy
- Interacting regularly and diplomatically campus-wide with a diverse group of internal and external constituents.

We invite individuals to apply whose perspectives and experiences will enrich and strengthen our organization. The Graduate School department and Micro-credentials office serve a diverse constituency of patrons, and our employees, services and policies strive to honor and reflect this diversity. We encourage candidates who thrive in a welcoming multicultural environment to apply.

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-making. 4. Develop new funding opportunities for graduate education. For more information, please visit the Graduate School website: <https://www.buffalo.edu/grad.html>

A micro-credential is a small program that allows learners to gain relevant skills that are needed in today's workforce. Digital badges are achievements that can be easily shared with the world. For more information, please visit the Office of Micro-Credentials website: <https://www.buffalo.edu/micro-credentials/about.html>

Outstanding Benefits Package

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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 [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

As an Equal Opportunity / Affirmative Action employer, the University at Buffalo will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Minimum Qualifications

Bachelor's Degree and two (2) years of professional work experience in higher education with competencies in the following areas:

- Exceptional interpersonal and communication skills (oral and written) with a highly developed degree of tact and diplomacy exhibiting understanding, appreciation, and respect for all individuals in a diverse environment.
- Strong working knowledge of MS office applications required including Word, Excel, and PowerPoint.
- Demonstrated excellent planning and organizational skills.

Preferred Qualifications

- Master's degree in Higher Education Administration, Learning Sciences, Instructional Design, or Communication.
- Instructional, learning, or curriculum design experience.
- Working knowledge of MS Access database administration and reporting.
- Demonstrated experience with delivering presentations and with public speaking.
- Experience with UB Information Systems (SIRI, HUB, NAVIGATE).
- Experience working with multiple educational technologies.

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- An understanding of current issues and trends in higher education.

Contact Information

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

Contact