

Coordinator of Student Support & Mentoring Programs,  
Undergraduate Education  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=201076>

Downloaded On: May. 30, 2023 10:37am

Posted Dec. 7, 2022, set to expire Aug. 4, 2023

<b>Job Title</b>	Coordinator of Student Support & Mentoring Programs, Undergraduate Education
<b>Department</b>	SEAS Undergraduate Education
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Dec. 7, 2022
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Student Services Educational Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/39288">https://www.ubjobs.buffalo.edu/postings/39288</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

#### Position Summary

The [Office of Undergraduate Education](#) within the [School of Engineering and Applied Sciences](#) (SEAS) at the University at Buffalo is seeking a **Coordinator of Student Support and Mentoring Programs**. The Coordinator will engage with a broad range of faculty, staff, and students to develop and support programs aimed at success and retention of SEAS undergraduate students.

Coordinator of Student Support & Mentoring Programs,  
Undergraduate Education  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=201076>

Downloaded On: May. 30, 2023 10:37am

Posted Dec. 7, 2022, set to expire Aug. 4, 2023

As the Coordinator of Student Support and Mentoring Programs, you will:

- Develop, plan, and coordinate effective communication, programming, and events for onboarding first-year and transfer engineering and computer science students.
- Develop, plan, coordinate, and execute effective strategies, programming, and events for SEAS peer mentoring programs.
- Develop an outreach plan to support SEAS students at key points during their first year.
- Recruit, hire, supervise, and train SEAS Peer Mentors
- Serve as a liaison to EAB Navigate, ensuring all mentors have appropriate access to the system, are utilizing the system to run reports, and execute assessment activities.
- Maintain and update SEAS Mentoring websites.

### **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 [benefit packages](#).

### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo 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](#).

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.
- Two years' professional experience working with students in a higher education, education setting, or a related area.

Coordinator of Student Support & Mentoring Programs,  
Undergraduate Education  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=201076>

Downloaded On: May. 30, 2023 10:37am

Posted Dec. 7, 2022, set to expire Aug. 4, 2023

- Experience serving and supporting diverse student populations.
- Excellent interpersonal, organizational, written communication, and oral communication skills, and the ability to communicate clearly and respectfully with diverse populations.
- Excellent computer skills (Word, Excel, Access, Outlook).
- Ability to manage competing priorities and demonstrate a commitment to learning new skills as needed.

#### Preferred Qualifications

- Master's degree.
- 2 years of experience in undergraduate mentoring or student success programs.
- Experience developing orientation and first year programming for undergraduate students.
- Experience with higher education systems (i.e. PeopleSoft, Banner, EAB, etc.)

#### Contact Information

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

#### Contact