

Assistant Director / Senior Academic Advisor, College of
Arts and Sciences
University at Buffalo, The State University of New York

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Downloaded On: May. 30, 2023 10:22am

Posted Dec. 20, 2022, set to expire Aug. 4, 2023

Job Title	Assistant Director / Senior Academic Advisor, College of Arts and Sciences
Department	CAS Administrative Operations
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 20, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Associate/Assistant Director
Academic Field(s)	Student Services
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Job Description

Position Summary

The [College of Arts and Sciences](#) at the University at Buffalo is seeking an Assistant Director and Senior Academic Advisor to provide [academic advisement for undergraduates](#).

In the role of the Senior Academic Advisor, the incumbent will support students with their academic planning, program and course selection. The incumbent will aid students in interpreting academic rules and regulations, such as prerequisites or other course requirements. This position also serves as a liaison between the advisement office and assigned academic departments. The incumbent will be responsible for developing outreach, retention and persistence programs as well as assessing student degree progress in relation to campus initiatives. Additionally, the incumbent will instruct students on

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topics related to academic success, actively participate in both the recruitment and orientation of all students to the College, and work to improve academic services provided by the office.

The duties include but are not limited to:

- **Advisement:** Regularly meet with students by appointment or as walk-ins, and through indirect means such as mail, telephone, and email as appropriate to provide high quality advisement.
- **Liaison to designated CAS departments:** Collaborate with Directors of Undergraduate Studies, staff advisors, and faculty advisors to improve communication with advising office and to promote consistent advisement across the College.
- **Outreach and retention programs:** Target specific student populations (e.g., high-achieving students, new freshmen, students in academic difficulty) to assist them in reaching their academic and career goals.
- **Administrative:** Manage tasks to document and track advisement interactions, support assessment of academic advisement programs, and consistently assess student's degree progress.
- **Teaching:** Instruct Academic Success and other workshops/presentations to new students.
- **Leadership:** Take an active role in planning and shaping the programs offered by the office, and represent the office's interests on campus committees and working groups as necessary.

In the role of Assistant Director, the incumbent will supervise academic advisors, serve as a liaison for other academic departments and units, and will work closely with the Director of Academic Advisement to:

- Enhance relationships with academic departments (DUS, faculty and staff).
- Enhance understanding of academic policy and procedures and decrease inconsistencies and errors.
- Increase confidence and consistent use of technology.
- Lead efforts to implement new processes, such as new major change process.

Minimum Qualifications

- Master's Degree required
- One year of full-time experience in a college/university setting working with undergraduate students in academic advising, other academic support programs, teaching, student life or recruitment activities.

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Preferred Qualifications

- An advanced degree in higher education, student personnel services, student counseling, or a related area.
- Three years of full-time experience in a college/university setting working with undergraduate students in academic advising, other academic support programs, teaching, student life or recruitment activities.
- An understanding of student development theory; broad knowledge of and appreciation for a liberal arts education; strong organizational and communication skills (oral and written); an understanding of the needs of a diverse student population; experience interpreting and applying academic policies; knowledge of Microsoft Office software.

With 30 departments, 16 academic programs, and 23 centers and institutes, the College of Arts and Sciences offers more academic options than any other unit on campus. Students have the resources of a major research institution – such as cutting-edge facilities and faculty at the forefront of their fields – combined with the support of a small university setting where individual student needs are recognized and respected.

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) 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



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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

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