

Academic Advisor, SPHHP Academic and Student Affairs  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=219298>

Downloaded On: Jul. 17, 2024 12:46pm

Posted Aug. 9, 2023, set to expire Aug. 4, 2024

<b>Job Title</b>	Academic Advisor, SPHHP Academic and Student Affairs
<b>Department</b>	SPHHP Academic and Student Affairs
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Aug. 9, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Student Services Educational Services Counseling Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/44468">https://www.ubjobs.buffalo.edu/postings/44468</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

The **Academic Advisor** joins the [Office of Student Affairs](#) in the School of Public Health and Health Professions (SPHHP), a group tasked with overseeing student services and promoting student success. The selected candidate will work closely with the department chairs, faculty and staff in

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fostering and supporting holistic student development from admission through graduation, and promoting a supportive and engaged learning environment.

### Key Responsibilities Include:

- Fostering and supporting holistic student development from admission through graduation, promoting a supportive and engaged learning environment;
- Collaborating on orientation sessions for new students, including pre-arrival communication and support based on best practices;
- Articulating and implementing a student advisement plan;
- Advising students on how to best complete their degree programs, paying special attention to the UB undergraduate curriculum and the degree requirements for the undergraduate programs in SPHHP;
- Coordinating with department chairs and staff on determination and communication of students' performance and academic status;
- Actively connecting with university-wide academic affairs units to maintain the school's compliance with UB policies and procedures;
- Conveying and interpreting academic policies to students and school administrators;
- Use of PeopleSoft systems for course scheduling and advisement, as well as other UB IT systems.
- Use of EAB's Student Success Collaborative (SSC) early alert system platform in support of student success and retention efforts;
- Responsible for logistics and operations related to event planning and scheduling, administrative efficiencies and student personnel.
- May be required to assist with various initiatives such as group advising, academic review, student data management, and new student registration preparation

The school strongly values diversity and inclusivity, and, therefore, seeks applicants from under-represented and marginalized groups (based on race, ethnicity, religion, gender, sexual orientation, age, disability status, veteran status, and nationality).

### 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 SPHHP

The [School of Public Health and Health Professions](#) (SPHHP) at UB offers programs at every

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degree level and is the home to five departments; biostatistics, community health and health behavior, epidemiology and environmental health, exercise and nutrition sciences, and rehabilitation science. It is one of only a few schools across the country that includes health-related professions as an integral component of the public health educational and research system. Faculty and students engage in research and community activities designed to improve the health of populations, communities and individuals. The SPHHP is located on the South Campus of University at Buffalo.

### **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 with 2 years of experience.
- Excellent written and verbal communication skills, public presentation skills, and strong computer skills.
- Strong presentation and organizational skills.
- Ability to work with students, faculty, staff, and academic leadership who come from diverse backgrounds.
- The ability to build rapport with prospective students and other stakeholders – such as parents and families, and staff in other university departments – is also required.
- A combination of education and experience will be considered in lieu of the requirement.

### **Preferred Qualifications**

- Master's Degree preferred.
- Two or more years of experience in undergraduate or graduate advisement.
- Strong data analysis skills.
- Demonstrated experience working with diverse population of students.

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- Demonstrated experience using an early alert system (i.e.: Student Success Collaborative, EAB product) for targeted outreach in support of student retention initiatives.
- Knowledge of the disciplines housed within the School of Public Health & Health Professions.

### **Contact Information**

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

### **Contact**