

Student Services Advisor  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=223279>

Downloaded On: Jul. 17, 2024 2:49pm

Posted Oct. 10, 2023, set to expire Aug. 4, 2024

<b>Job Title</b>	Student Services Advisor
<b>Department</b>	Gpo Student Services
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Oct. 10, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Student Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/45766">https://www.ubjobs.buffalo.edu/postings/45766</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

#### Position Summary

The Graduate Program & Services Office (GPO) of the University at Buffalo [School of Management](#) seeks a student-focused, goal-oriented **Student Services Advisor** to provide academic and student services for our diverse population of MS Management Information Systems and MS Management students, many of whom are international.

As Student Services Advisor, you will deliver individualized and group academic advising, as well as design and facilitate an engaging orientation. Specializing in advisement of graduate-level management information systems and management students, you will collaborate with the team of advisors in the Graduate Programs Office focusing on helping students successfully transition from admission to degree conferral.

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This individual will oversee academic advisement of management students pursuing the Advanced Certificate in Cybersecurity managerial track certificate program as well as oversee curricular management for this certificate.

Additionally, this role serves as the GPO website lead. This includes but is not limited to current student pages, curricular management, and handbook and policy updates.

This role requires collaboration with the advising team, faculty, and departments to provide outstanding service to our students, supporting their academic goals and timely completion of their degrees.

**Responsibilities:**

As part of graduate-level student services team, you will:

- Serve as main point of contact with students and guide them through onboarding with the University and School of Management.
  
- Meet with students throughout the academic year to review procedures, course offerings, MS handbook and answer student questions.
  
- Schedule and register MS Management Information Systems and MS Management students for courses and assist with registration matters. Plan and assist with MS scheduling, including coordinating a review of the proposed schedule for common conflicts and course reserve issues with the GPO team.
  
- Work with the faculty director to assist international students experiencing cross-cultural, personal, and family situations which may impact academic performance. Refer students to University resources and make work closely with Student Health Services, Accessibility Services, ISS, and other offices as needed to accommodate student needs.

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- Communicate regularly with MS Management Information Systems and MS Management students and faculty and review the current student section of webpage to ensure content is up to date and relevant.
- Conduct retention reviews with director and monitor students on probation. Execute graduation procedures for MS Management Information Systems and MS Management students, communicate with, and collect all necessary documents for students to obtain their degrees and participate in Commencement.
- Plan and lead MS Management Information Systems and MS Management advantage orientation. Assist with co-curricular events in cooperation and consultation with the other MS advisors and Director to help provide a sense of community and co-curricular learning.
- Responsible to maintain website for all curricular, handbook and policy items for full-time MBA, MS and PhD program.
- Other related duties as assigned. As our programs continue to evolve and grow other opportunities may become available for additional program oversight and/or responsibilities. Programs within GPO purview include MS Accounting, MS Business Analytics, MS Finance, Master of Business Administration and PhD in Management. MS in Management will launch in Fall 2024.

### **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**

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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 of related experience

#### Preferred Qualifications

- Master's degree in higher education or related field.
- Strong understanding of academic advising and experience with advising international student populations.
- Experience working with individuals from diverse backgrounds, including international backgrounds.
- Knowledge of HUB, SIRI, Navigate and Slate.

#### Contact Information

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

#### Contact