

Senior Career Planning and Development Associate  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=224160>

Downloaded On: Jul. 17, 2024 5:45pm

Posted Oct. 23, 2023, set to expire Aug. 4, 2024

<b>Job Title</b>	Senior Career Planning and Development Associate
<b>Department</b>	Educational Opportunity Center
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Oct. 23, 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>	Institutional Advancement
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/46042">https://www.ubjobs.buffalo.edu/postings/46042</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

#### Position Summary

The **Senior Career Planning and Development Associate** will work within the [Career Services Office](#) to help build community while enhancing student advisement, career development and preparation through individual advising, workshops, and other activities to students and alumni.

#### In this position, you will:

- Provide one-on-one career advisement to students and alumni.
- Maintain a database of available job opportunities for students.
- Develop strong relationships with potential employers to build job placement opportunities for students.

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- Build and maintain faculty relationships, providing classroom and center-wide professional development workshops.
- Monitor, analyze, and evaluate current scope of services offered through career services and plans, implements, and directs new programs.
- Conduct research to analyze employment trends both locally and nationally.
- Keep the Center informed of labor market trends as they pertain to the vocational and academic programs offered at the institution.
- Monitor and track job order status until they are closed.
- Generate reports to school management on student employment progress when requested.

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### **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 Buffalo Educational Opportunity Center**

The Buffalo Educational Opportunity Center (BEOC), an adult education enterprise, of the State University of New York, University Center for Academic and Workforce Development (UCAWD), with an annual enrollment of 1,940 students, is seeking applications for a Senior Career Planning and Development Associate, SL-3. The mission of BEOC is to produce lifelong learners who are self-directed, empowered, and committed to excellence. Residents of the surrounding Buffalo community are provided a range of services designed to develop the academic and workforce development skills necessary to become self-sufficient. Programs and services are structured to adapt to the needs of our students — as well as to the demands of our community — and serve as first steps toward the attainment of long-term educational and employment skills. To learn more about the department please visit our [Buffalo Educational Opportunity Center](#) website.

### **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.
- Demonstrated experience in a coaching and/or counseling environment or the transferable skills equivalent.
- Demonstrated ability to work collaboratively within department and with external partners.
- Excellent organizational and communication skills and be able to work well with students, faculty, staff, and employers.

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- Experience working with a diverse workforce population.
- Must be available to work weekends and evenings and have a strong working knowledge of best practices in the field.
- Ability to function in a team environment and work across organizational boundaries.
- Strong, analytical problem solving, organizational and interpersonal skills.
- Strong written and oral communication skills.
- Proficient with technology. Computer literate in Microsoft Office Suite, Outlook, and student information systems.
- An equivalent combination of education and experience will be considered.

**Preferred Qualifications**

Master's degree from an accredited college or university or professional certification.

**Contact Information**

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

**Contact**