

Student Engagement Coordinator, School of Nursing
University at Buffalo, The State University of New York

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Posted Dec. 1, 2023, set to expire Aug. 4, 2024

Job Title	Student Engagement Coordinator, School of Nursing
Department	School of Nursing
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 1, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Student Services
Job Website	https://www.ubjobs.buffalo.edu/postings/46806
Apply By Email	
Job Description	

Position Summary

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The University at Buffalo (UB) School of Nursing (SON) Office of Student Services is seeking a temporary (6-8 months) Student Engagement Coordinator to deliver a broad set of services, program initiatives, and events in support of recruitment, advisement, retention, and overall academic success for nursing students.

The Student Engagement Coordinator will report to the Director for Students Services and collaborate closely with the Office of Academic Affairs, faculty, and staff to provide support in achieving enrollment targets, retention goals, and overall mission of the school.

Responsibilities Include:

- Provide student advisement and assist with early intervention referral and case management.
- Assist prospective students with navigating and university/school application process.
- Coordinate the onboarding process, monitor completion of acceptance requirements, and assist in the delivery of orientation sessions for newly admitted undergraduate students.
- Coordinate the application review process for one or more academic program(s).
- Facilitate review of transfer credits.
- Provide general administrative support for student services offices, programs and events.

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

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commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- Bachelor's Degree with 1 year work experience
- Proficient in Microsoft Office: Word, Excel, Outlook, PowerPoint
- Excellent verbal, written communication, and organizational skills
- Good judgement and discretion with confidential materials

Preferred Qualifications

- Master's degree in Higher Education/Student Affairs Administration
- Higher education experience

Contact Information

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

Contact