

Graduate and Undergraduate Studies Coordinator, CAS  
Natural Sciences  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=229734>

Downloaded On: Jun. 30, 2024 10:13am

Posted Jan. 30, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	Graduate and Undergraduate Studies Coordinator, CAS Natural Sciences
<b>Department</b>	CAS Natural Sciences and Mathematics Sector
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Jan. 30, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Student Services Educational Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/47829">https://www.ubjobs.buffalo.edu/postings/47829</a>

**Apply By Email**

**Job Description**

Position Summary

The **Graduate and Undergraduate Studies Coordinator** in the [College of Arts and Sciences](#) will serve as a vital role in promoting the educational and career success for students in the department. As the coordinator you will provide excellent customer service to various populations.

**Duties include (but are not limited to):**

- Provide a broad spectrum of support to graduate and undergraduate students (new and transfers). This includes from time of application, during the admission cycle, acceptance,

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arrival and throughout the duration of their program of study to conferral.

- Provide tours to prospective students.
- Represent the Department at the various events for graduate and undergrad events such as open house, accepted student day, etc.
- Assist the Director of Graduate Studies, Director of Undergraduate Studies, Department Chair, and Academic Advisor, in all aspects of student recruitment and management.
- Serve as the brand ambassador for the department and responsible for functions that will strengthen collaborative relationships with students, faculty, and alumni as well as other internal and external constituents.
- Assist graduate applicants with required materials in Slate and process applications for assigned departments.
- Collaborate with the Student Support team across the college to maintain policies and procedures.

### **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. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more 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 commitment, welcomes all to apply including veterans and individuals with disabilities.

### **Minimum Qualifications**

- Associates Degree and two years of professional administrative experience.

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- Effective written and oral communication skills.
- Strong and current computing skills including proficiency with Microsoft Excel, Word, and Outlook. Ability and eagerness to learn new systems.

Preferred Qualifications

- Bachelors degree
- Administrative experience in an academic setting and experience with University systems (HUB and SLATE) preferred.

**Contact Information**

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

**Contact**

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