

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

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Downloaded On: Jul. 17, 2024 4:39pm

Posted Feb. 8, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	Student Engagement Coordinator, SPPS
<b>Department</b>	School of Pharmacy and Pharmaceutical Sciences
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Feb. 8, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff Coordinator
<b>Academic Field(s)</b>	Student Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/48000">https://www.ubjobs.buffalo.edu/postings/48000</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

The University at Buffalo (UB) School of [Pharmacy and Pharmaceutical Sciences \(SPPS\)](#), [the Office of Success and Engagement](#) is seeking a **Student Engagement Coordinator** to deliver student services, program initiatives and events to support student success and retention for SPPS.

This position offers an exciting opportunity to be a key contributor to a robust pharmacy education program. The Student Engagement Coordinator will work closely with the Director for Student Success and Engagement, the Office of Student Success and Engagement and Office of External Relations, to provide administrative support and collaboration to achieve the retention goals and fulfill the mission of the school. Specific responsibilities will include utilizing best practices and student development theory

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to support student success and career exploration.

**Responsibilities Include:**

- Support of student success, engagement and retention through development and implementation of Learning and Engagement Communities; assist with coordination of community service curricular requirements and support of student organizations.
- Collaborate and assist Director for Student Success and Engagement in implementing professional development and outreach programs and support and maintain web content for student resources and engagement.
- Provide student advisement and assist with early intervention referral and case management system for student wellness and academic intervention.
- Provide general administrative support for student services offices, programs and events.
- Oversee and manage credentialing and training verifications.

**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.

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**Minimum Qualifications**

- Bachelors degree with 1 year of experience
- Proficient in Microsoft Office: Word, Excel, Outlook, Power Point
- Excellent verbal, written communication, and organizational skills
- Good judgement and discretion with confidential materials
- Ability to develop and maintain collaborative relationships with SPPS, UB and external partners
- Ability to handle multiple priorities and work independently and as an effective team member
- Demonstrated ability to implement a retention effort

**Preferred Qualifications**

- Master's degree in Student Affairs or related field
- Previous experience in a pharmacy school or other health related field

**Contact Information**

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

**Contact**