

Academic Advisor, SAAP Academic Affairs
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=232516>

Downloaded On: Jun. 30, 2024 10:18am

Posted Mar. 7, 2024, set to expire Aug. 4, 2024

Job Title	Academic Advisor, SAAP Academic Affairs
Department	SAAP Academic Affairs
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Mar. 7, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services
Job Website	https://www.ubjobs.buffalo.edu/postings/48979
Apply By Email	
Job Description	

Position Summary

The [School of Architecture and Planning](#) at the University at Buffalo – The State University of New York invites applications for an **Academic Advisor**.

The Academic Advisor joins the academic leadership team of the School of Architecture and Planning, a group tasked with overseeing student services and promoting student success. The selected candidate will work closely with the department chairs, faculty and staff in:

- Fostering and supporting holistic student development from admission through graduation, promoting a supportive and engaged learning environment;
- Implementing the school's student advisement plan, known as the advising curriculum;

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- Advising students on how to best complete their degree programs, paying special attention to the UB undergraduate curriculum and the degree requirements for the B.S. in Architecture and the B.A in Environmental Design programs;
- Collaborating on university retention initiatives, including campaigns designed to influence non-registered students;
- Coordinating with department chairs and staff on determination and communication of students' performance and academic status;
- Actively connecting with university-wide academic affairs units to maintain the school's compliance with UB policies and procedures;
- Conveying and interpreting academic policies to students and school administrators;
- Representing the school at student events related to advising and recruiting, such as Welcome programs, New Student Orientations, and Majors Fairs. Conduct presentations as needed;
- Learning and utilizing technology such as PeopleSoft, SIRI, Navigate, and other tools. Enter and analyze student data for reporting and assessment.

Work during occasional evening and weekends may be necessary in order to meet professional obligations.

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 the great [benefits](#) the University at Buffalo has to offer.

The School of Architecture

The school has a strong history of working with civic and industry partners in Buffalo and Western New York. “The City of Good Neighbors,” Buffalo is the second largest urban area in New York State – a cultural center with excellent museums and theaters, and is among the most affordable cities in the U.S. In addition, the surrounding environment provides convenient access to sailing, boating, and fishing, as well as skiing, hiking, and the beauty of Niagara Falls.

The School of Architecture and Planning, with approximately 50 full-time faculty members and 680 students, is home to the Department of Architecture and the Department of Urban and Regional Planning. Undergraduate programs include the Bachelor of Science in Architecture and Bachelor of Arts in Environmental Design degrees. Graduate programs include nationally accredited Master of

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Architecture and Master of Urban Planning degrees, as well as a Master of Science in Real Estate Development, a Master of Science in Architecture, an Advanced Certificate in Historic Preservation, a PhD in Urban and Regional Planning, and a variety of dual and combined degrees. The School of Architecture and Planning is the only public research entity in the northeast that offers accredited M.Arch. and MUP degrees, and the faculty continually rank in the top five in research productivity among all AAU schools of architecture and planning.

The school strongly values diversity and inclusivity, and, therefore, seeks applicants from under-represented and marginalized groups (based on race, ethnicity, religion, gender, sexual orientation, age, disability status, veteran status, and nationality).

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](#).

The 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 or master's degree or professional certification with no experience;
- Experience working with undergraduate students in a higher education setting
- Ability to work with students, faculty, staff, and academic leadership who come from diverse backgrounds;
- Ability to build rapport with prospective students and other stakeholders – such as parents and families, and staff in other university departments.

Preferred Qualifications

- Master's Degree in higher education, college student personnel, or related field.



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Contact Information

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

Contact

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