

Graduate Academic Coordinator, SEAS Office of  
Academic Affairs  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=234880>

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Posted Apr. 18, 2024, set to expire Aug. 18, 2024

<b>Job Title</b>	Graduate Academic Coordinator, SEAS Office of Academic Affairs
<b>Department</b>	SEAS Office of Academic Affairs
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Apr. 18, 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>	Educational Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/49664">https://www.ubjobs.buffalo.edu/postings/49664</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

[The School of Engineering and Applied Sciences' \(SEAS\) Office of Academic Affairs](#) seeks a **Graduate Academic Coordinator** in the newly formed unit, Graduate Education and Interdisciplinary programs. The incumbent will have the opportunity to work closely with a diverse population of faculty and students from across the globe and communicate regularly with internal and external constituents at the University at Buffalo, including the School of Engineering and Applied Sciences Enrollment Management unit, Stephen Still Institute for Sustainable Transportation and Logistics, and Institute for Artificial Intelligence and Data Science.

Under the direction of the Director of Graduate Enrollment and Interdisciplinary programs, the

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candidate will be responsible for a broad range of support for the unit's graduate education activities, while also getting the opportunity to administratively assist with schoolwide graduate academic policies. The candidate will be assigned a subset of graduate programs to work with and support all student services related activities for their assigned programs, working with the student during the entire lifecycle, from acceptance through graduation.

**Responsibilities include, but are not limited to:**

- Providing academic support to students with respect to academic planning, program and degree completion requirements.
- Aiding students in interpreting academic rules and regulations, such as prerequisites or other course requirements.
- Assisting the Director of Graduate Enrollment and Interdisciplinary Programs in maintaining the class schedule and processing instructional support appointments for adjuncts, extra service, and students.
- Providing students with information about course selection options and advisement opportunities.
- Managing the academic advisement report in HUB and process course directives and student milestones where appropriate for graduating students.
- Managing all student service-related events such as information sessions to prospective students, accepted student events, department orientations and commencement activities.
- Managing departmental inboxes, answering both programming and university-wide questions about the rules and regulations for both incoming and returning students.
- Acting as liaison to other departments, help direct students to appropriate resources as needed and work directly with faculty for the respective program.
- Managing student information records.

**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,

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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 required and 2 years of experience working in higher education
- Experience working with domestic and international students
- Applicants must be currently authorized to work in the United States on a full-time basis

### Preferred Qualifications

- Master's degree
- Experience in academic advisement or a related area
- Knowledge of SIRI, HUB and Slate

### Contact Information

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

### Contact