

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

Direct Link: <https://www.AcademicKeys.com/r?job=236800>

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Posted May 30, 2024, set to expire Sep. 29, 2024

Job Title	Academic Advisor
Department	Upo Academic Advisement
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	May 30, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services Counseling Services
Job Website	https://www.ubjobs.buffalo.edu/postings/50397
Apply By Email	
Job Description	

Position Summary

The Undergraduate Program and Services Office (UPO) of the University at Buffalo, School of Management, seeks a student-focused, goal-orientated **Academic Advisor** to provide academic advising services for our diverse population of undergraduate students.

As an academic advisor, you will:

- Deliver individualized and group academic advising to empower School of Management students to set goals, build resilience, and take advantage of the academic and extracurricular opportunities provided by the university. Each advisor has an assigned student caseload of

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approximately 350-400 students.

- Facilitate orientation activities including on-boarding and registering new students as well as assisting in other engagement programming.
- Assist with the recruitment, retention and success of undergraduate students in the School of Management.
- Collaborate with the team of advisors in the Undergraduate Programs Office focused on helping students successfully transition from high school to college and progress from admission to degree conferral.
- Work together with various departments within the School of Management and UB to provide outstanding service to our students; supporting their academic goals, helping them overcome challenges and strive towards timely completion of their degree.

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

- Bachelor's degree with at least two years of relevant experience in higher education or specifically in academic advising. Equivalent combination of relevant education and experience may be substituted as appropriate.

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- Exceptional advising skills including excellent communication, high attention to detail, problem solving and a service-oriented attitude.
- A genuine desire to work with undergraduate business students and experience working with college students in a diverse and high volume environment.
- Ability to multitask, adapt and pivot.
- Superior interpersonal skills, professional demeanor and excellent oral and written communication.
- Proficiency in MS Word, Excel and PowerPoint a must with ability to learn new systems and software.

Preferred Qualifications

- Master's degree in higher education or related field with at least three years of relevant experience in higher education or specifically in undergraduate academic advising.
- Strong understanding of and experience working with individuals from diverse backgrounds, including international students.
- Experience working with first year students.
- Knowledge of PeopleSoft, Navigate, SIRI and Access.

Contact Information

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

Contact

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