

Academic Integrity Coordinator  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=238488>

Downloaded On: Jul. 3, 2024 3:40am

Posted Jul. 2, 2024, set to expire Nov. 1, 2024

<b>Job Title</b>	Academic Integrity Coordinator
<b>Department</b>	Office of Academic Integrity
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Jul. 2, 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/51186">https://www.ubjobs.buffalo.edu/postings/51186</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

#### Position Summary

The University at Buffalo [Office of Academic Integrity](#) invites candidates to apply for the position of Academic Integrity Coordinator. The Academic Integrity Coordinator works collaboratively with the department leadership, students, and faculty across campus to help students and faculty seamlessly navigate the academic integrity process. The Academic Integrity Coordinator will be both detail- and process-oriented and possess excellent customer service skills.

#### Key Duties and Responsibilities include:

- Oversight of office processes and procedures, serving as first contact for phone, e-mail and in-person queries.

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- Intake coordination of new academic dishonesty cases, including building cases in software system, applying service indicators, and sending letters.
- Tracking enrollment and completion of 10 or more sections of “Academic Integrity at UB” for 10,000 new undergraduate and graduate students annually.
- Management of volunteer Student Integrity Ambassadors in their outreach efforts to enhance the culture of academic integrity at UB.
- Facilitation of Academic Integrity Remediation Assignment for policy offenders.

The Office of Academic Integrity (OAI) at the University at Buffalo promotes the university’s fundamental value of integrity in the academic enterprise. By holding students accountable to honesty in the learning and research processes, supporting faculty in creating academically sound learning environments, and working with the campus community to fairly and consistently enforce academic policies, OAI helps propel students to academic excellence and protects UB’s status as a premier research university.

### **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.

### **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

- Bachelor's degree with 1 year of experience
- Strong and effective written, verbal, and interpersonal communication skills
- Strong and effective organizational and time management skills, including demonstrated proficiency in meeting multiple deadlines, attention to detail, and urgency in responding to student and faculty communications
- Strong leadership skills
- Experience working with MS Office, Outlook, other similar software systems

### Preferred Qualifications

- Interest in Student and Academic Affairs, and/or experience working with student populations in higher education

### Contact Information

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

### Contact