

Academic Advisement Reporting & Degree Conferral  
Specialist, Registrar  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=238652>

Downloaded On: Jul. 16, 2024 6:46am

Posted Jul. 8, 2024, set to expire Nov. 4, 2024

<b>Job Title</b>	Academic Advisement Reporting & Degree Conferral Specialist, Registrar
<b>Department</b>	Registrar
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Jul. 8, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Financial Aid Admissions/Student Records/Registrar
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/51280">https://www.ubjobs.buffalo.edu/postings/51280</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

Position Summary

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The University at Buffalo [Office of the Registrar](#) is seeking to fill the position of **Academic Advisement Reporting & Degree Conferral Specialist**. The ideal candidate will be a self-motivated team player capable of delivering comprehensive degree audit, degree-applicable credit review, and advisement reporting services to the university. This role demands a nuanced understanding of academic policies and curricula, coupled with meticulous attention to detail in maintaining student and program data within the university's student information system (HUB). Strong technical aptitude and adaptability are essential, as the Specialist will be required to navigate the complexities and interconnectedness of the student information system and related platforms.

**Key accountabilities and responsibilities:**

- Coordinate and perform degree applicable credit reviews and calculations for both New York State aid programs and NCAA student-athlete eligibility
- Build academic advisement reports (AAR) and audit student records needed for degree conferral
- Respond to inquiries from students and staff and provide informational data
- Provide comprehensive training, coaching, and guidance to end users
- Assist in conducting regular system testing to ensure optimal functionality
- Collaborate with team members to enhance process efficiency and communication accuracy.

Applicants must be currently authorized to work in the United States on a full-time basis.

**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 Department**

The Office of the Registrar serves as the home for student academic records and related services. We preserve the integrity of the academic record and student data while providing high quality, student-centered service. We collaborate with others across the University to support the attainment of related university goals. We are a smart, innovative team of nearly 30 which seeks to regularly improve the student and faculty services that we provide. Our office is a supportive and collaborative environment

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where we value and respect one another, and foster enjoyment of and pride in our work. There are many opportunities for professional development and participation on working groups and committees, as well as office activities and events. Our open office is the spacious former home of an undergraduate library, and our building shares a footprint with a food court and grocery store, as well as outdoor spaces and walking paths.

### **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
- 1 year of higher education, records management, advising, or related experience
- Strong communication skills (written and verbal) with ability to communicate clearly and respectfully with diverse populations.
- Strong technological competence to learn and adapt to new applications and systems with high attention to detail
- Demonstrated proficiency in Microsoft Office Suite

### **Preferred Qualifications**

- At least 1 year of higher education work experience
- Experience troubleshooting in a technical environment
- Technical or functional experience with PeopleSoft Campus Solutions
- Familiarity in running, modifying, and/or creating reports in Microsoft Access and/or SQL

### **Contact Information**

Please reference Academickeys in your cover letter when



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applying for or inquiring about this job announcement.

**Contact**

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