

Career Development & Experiential Learning Associate
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=239192>

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Posted Jul. 10, 2024, set to expire Nov. 9, 2024

Job Title	Career Development & Experiential Learning Associate
Department	SEAS Office of Academic Affairs
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jul. 10, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services Educational Services
Job Website	https://www.ubjobs.buffalo.edu/postings/51432
Apply By Email	
Job Description	

Position Summary

The Office of Academic Affairs in the [School of Engineering & Applied Sciences](#) is seeking to hire a **Career Development & Experiential Learning Coordinator**. The Career Development & Experiential Learning Coordinator would work closely with the staff director and faculty director to carry out the goals and objectives of the office – supporting undergraduate and graduate engineering students in their career readiness throughout their time at UB.

The primary role would involve graduate and undergraduate student programming and the coordination of school-wide efforts around experiential learning such as internships, DREAM makerspace, SEAS

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360 micro-credentials, and senior design.

Responsibilities include:

- Managing the DREAM undergraduate student makerspace, overseeing 10-16 student staff, coordinating workshops and events, collaborating with faculty and clubs, recruiting and training apprentice and DREAM staff, managing DREAM micro-credentials, and assessing program outcomes.
- Coordinating hands-on experiences such as intramurals and senior design, engaging stakeholders including student clubs, SEAS corporate partners, and alumni.
- Execute strategy to encourage implementation of the SEAS professional development blueprint.
- Managing the SEAS 360 professional development program for graduate students, coordinating workshops with UB offices and alumni, promoting events, tracking student progress and outcomes.
- Coordinating faculty advisory boards for sharing senior design and experiential learning/internship best practices.
- Collaborate with the UB Career Design Center, Startup, and Innovation Collaboratory, Experiential Learning Network, alumni engagement, and other offices.

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](#).



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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.

One year experience with higher education, student programming and events.

Contact Information

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

Contact