

Coordinator, Student Success Programs
University at Buffalo, The State University of New York

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Posted Aug. 22, 2024, set to expire Aug. 4, 2025

Job Title	Coordinator, Student Success Programs
Department	Educational Opportunity Center
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Aug. 22, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Student Services
Job Website	https://www.ubjobs.buffalo.edu/postings/52329
Apply By Email	
Job Description	

Position Summary

The [Buffalo Educational Opportunity Center \(BEOC\)](#) is seeking a dynamic and dedicated individual to join our academic and workforce development program for adults as a **Coordinator, Student Success Programs**. This position plays a vital role in supporting the success and retention of our adult learners by coordinating various aspects of their academic journey, from new student orientation to enriching the student experience. If you are passionate about empowering individuals to reach their full potential and thrive in a supportive environment, we want to hear from you.

Responsibilities will include, but are not limited to the following:

- Administer events and programs aimed at enhancing student engagement and success.

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- Coordinate new student orientation sessions to ensure a smooth transition for incoming students.
- Manage the Student Life and Student Activities Calendar, organizing and collaborating with faculty/staff to offer a variety of events and activities to enrich the student experience. Ensure BEOC center events are promoted in a timely manner.
- Assist in creating a Student Incentive Work Group that recognizes students for their success.
- Develop and implement strategies for student retention and success, including personalized support plans and interventions.
- Engage in proactive management of caseload, including consistent and direct contact with new students, targeted outreach at key points during their program, and monitors student progress and performance.
- Provide appropriate intervention and record applicable activities via student record management system.
- Address barriers to success, including assisting students with identifying strengths and areas of improvement that may hinder academic performance and overall success.
- Serve as point person for the Department of Social Services (DSS) client referrals.
- Supervise student assistants, providing guidance and mentorship to support their professional development.
- Track and report student required hours on a monthly basis.
- Act as a liaison between BEOC and DSS.
- Serve as the Lead Counselor and provide leadership for the Counseling & Advisement Team. Conduct staff meetings as needed.
- Serve as a resource and disseminate center information to Counseling & Advisement Team. Communicate issues and make recommendations on behalf of the Team.
- Assist the Director of Student Support Services with day-to-day operations of the Counseling & Advisement Team.

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 Buffalo Educational Opportunity Center

The Buffalo Educational Opportunity Center (BEOC), an adult education enterprise, of the State University of New York, University Center for Academic and Workforce Development (UCAWD), with

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an annual enrollment of 1,940 students, is seeking applications for a Coordinator, Student Success Programs. The mission of BEOC is to produce lifelong learners who are self-directed, empowered, and committed to excellence. Residents of the surrounding Buffalo community are provided a range of services designed to develop the academic and workforce development skills necessary to become self-sufficient. Programs and services are structured to adapt to the needs of our students — as well as to the demands of our community — and serve as first steps toward the attainment of long-term educational and employment skills.

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 in Higher Education, Student Personnel, Education, or related field with three (3) years of directly related professional experience preferably in student services or success programs or Master's Degree in Higher Education, Student Personnel, Education, or related field with one (1) year of directly related professional experience preferably in student services or success programs.
- Experience coordinating and implementing student success programs or similar initiatives.
- Knowledge of and experience with supervising the daily operations of the Student Services Offices.
- Experience in using Microsoft Office Suite. Comfortable learning and using new and emerging technology.
- Experience working with academically underprepared and/or economically disadvantaged adults.
- Excellent interpersonal, communication, management, problem-solving, and decision-making skills.
- An equivalent combination of education and experience will be considered.

Preferred Qualifications

- Three (3) years of directly related professional experience preferably in student services or success programs.
- Proficiency in student record management systems.
- Experience in developing and implementing assessment and evaluation methods to ensure program effectiveness.
- Experience with strategic planning.

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- Experience collaborating with community partners.

Contact Information

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

Contact

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