

Senior Career Planning and Development Associate
University at Buffalo, The State University of New York

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Posted Sep. 6, 2024, set to expire Aug. 4, 2025

Job Title	Senior Career Planning and Development Associate
Department	Crc Administration
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 6, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Institutional Advancement
Job Website	https://www.ubjobs.buffalo.edu/postings/52607
Apply By Email	
Job Description	

Position Summary

The [Career Resource Center \(CRC\)](#) is welcoming applications for our Associate Director role. As the Associate Director, you will play a crucial role in the CRC team, working with undergraduate students in the School of Management. The successful candidate will be a goal-oriented, dynamic team player with excellent presentation and interpersonal skills.

Specific duties include, but are not limited to:

- Create, coordinate, and help deliver a comprehensive, flexible suite of career-related events and programs for all undergraduates, identifying appropriate themes and delivery methods for each class level, under our [Career Passport program](#). Focus on providing experiential learning

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opportunities (beyond internships) for underclassmen.

- Work in partnership with the undergraduate team to deliver the mandatory second-year Career Connections I course, including co-designing and co-teaching.
- Develop and implement career advisement and outreach for undergraduate students, including counseling appointments, educational career workshops, and other resources as needed.
- Forge solid connections with stakeholders (employers, students, faculty, and alumni) to serve our community.
- Utilize systems proficiently for executing critical functions including but not limited to BizLink, BigInterview, and Suitable.
- Facilitate direct communications and social media to effectively engage with students.

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 2 years of experience.

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Preferred Qualifications

- Master's degree in Student Personnel Administration or Higher Education Administration.
- Experience advising students in a higher education or other relevant environment.
- Curriculum design.
- Experience using database-driven software and web-based applications, social media platforms, and MS Office Suite.
- Event management and execution.

Contact Information

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

Contact

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