

Assistant Director, Student Employment
University at Buffalo, The State University of New York

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Posted Sep. 30, 2024, set to expire Aug. 4, 2025

Job Title	Assistant Director, Student Employment
Department	Career Design Center
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 30, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Student Services
Job Website	https://www.ubjobs.buffalo.edu/postings/53129
Apply By Email	
Job Description	

Position Summary

The [Division of Student Life](#) invites applications for the **Assistant Director, Student Employment** role within the [Career Design Center](#). Reporting to the Associate Director, Experiential Learning and Student Employment, you will work collaboratively to promote student employment opportunities and programs, growing partnerships throughout the campus and community.

Your responsibilities include:

- Promote increased equity and access to student employment opportunities through the coordination of the Here to Career+ university-wide student employment program, including day-to-day program operations and logistics.

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- Design community-building and the professional development opportunities for student supervisors and student employees.
- Coordinate a university—wide student employee and student supervisor recognition program.
- Act as a Financial Aid liaison and promote Federal Work Study opportunities for students on and off campus.

Our team recognizes the advantages diverse perspectives and backgrounds bring to the workplace. We are particularly interested in candidates who share this value and will work to achieve the university's goals of inclusive excellence.

Outstanding Benefits

Working at UB offers world-class benefits that exceed salary alone. There are personal rewards such as health and retirement plans, training opportunities and access to recreational resources. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. We focus on creating and sustaining a healthy mix of work, personal life, and academic pursuits to support work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

About Student Life

As a member of Student Life, you will join service professionals, all driven by one shared set of values designed to help ensure students' well-being, create a safe and supportive environment, and promote student success. In Student Life, growth is a shared passion. We aim for excellence, thinking big and going bold. We pursue our goals tenaciously while stewarding the student experience. We build communities and advance diversity in all forms. We encourage discovery and celebrate success.

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.
- A minimum of 2 years of experience in student employment, student development, workforce planning or a related position or field.
- Demonstrated ability to successfully create and deliver programs.
- Strong interpersonal and communication skills.
- Attention to detail and project management.
- High comfort level with learning and utilizing software platforms (ex: Handshake, Asana, Brightspace).
- Demonstrated experience with supervision of professional staff or student employees and/or interns.

Preferred Qualifications

- Master's degree from an accredited college or university.
- A minimum of 3 years of direct experience in higher education career services, student employment program management, student development, student engagement, recruitment and workforce planning or closely related role.
- Demonstrated experience working with diverse student populations.

Contact Information

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

Contact