

Student Services Advisor
University at Buffalo, The State University of New York

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Posted Oct. 31, 2024, set to expire Aug. 4, 2025

Job Title	Student Services Advisor
Department	Gpo Administration
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 31, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services
Job Website	https://www.ubjobs.buffalo.edu/postings/53796
Apply By Email	
Job Description	

Position Summary

The Graduate Program & Services Office (GPO) of the University at Buffalo [School of Management](#) seeks a student-focused, goal-oriented **Student Services Advisor** to provide academic and student services for our diverse population of online graduate Management students.

As Student Services Advisor, you will deliver individualized and group academic advising, as well as design and facilitate an engaging orientation. Specializing in advisement of graduate-level management information systems and management students, you will collaborate with the team of advisors in the Graduate Programs Office focusing on helping students successfully transition from admission to degree conferral.

This role requires collaboration with the advising team, faculty, and departments to provide outstanding

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service to our students, supporting their academic goals and timely completion of their degrees.

As part of graduate-level student services team, you will:

- Serve as main point of contact with students and guide them through onboarding with the University and School of Management.
- Meet with students throughout the academic year to review procedures, course offerings, graduate handbook and answer student questions.
- Schedule and register management students for courses and assist with registration matters. Plan and assist with course scheduling, including coordinating a review of the proposed schedule for common conflicts and course reserve issues with the GPO team.
- Work with the faculty director to assist international students experiencing cross-cultural, personal, and family situations which may impact academic performance. Refer students to University resources and make work closely with Student Health Services, Accessibility Services, ISS, and other offices as needed to accommodate student needs.
- Communicate regularly with management students and faculty and review the current student section of webpage to ensure content is up to date and relevant.
- Conduct retention reviews with director and monitor students on probation. Execute graduation procedures for management students, communicate with, and collect all necessary documents for students to obtain their degrees and participate in Commencement.
- Plan and lead management orientation. Assist with co-curricular events in cooperation and consultation with GPO team to help provide a sense of community and co-curricular learning.
- Other related duties as assigned or needed.

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

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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.
- Two years of related experience.

Preferred Qualifications

- Master's degree in higher education or related field.
- Strong understanding of academic advising and experience with advising international student populations.
- Experience working with individuals from diverse backgrounds, including international backgrounds.
- Knowledge of HUB, SIRI, Navigate and Slate.

Contact Information

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

Contact

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