

Academic Advisor, University Honors College
University at Buffalo, The State University of New York

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Downloaded On: Jul. 18, 2025 4:40am

Posted Dec. 19, 2024, set to expire Aug. 4, 2025

Job Title	Academic Advisor, University Honors College
Department	University Honors College
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 19, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/54818
Apply By Email	
Job Description	

Position Summary

The University at Buffalo (UB) [University Honors College](#) seeks to hire an energetic and highly professional **Academic Advisor**. This position provides a broad range of administrative and advising support functions and is responsible for providing support and mentorship to Honors College students.

Key accountabilities and responsibilities

- Provide academic advisement for Honors students including goal setting and assistance with locating potential research, internship, study abroad, and other experiential learning opportunities.
- Assist with activities in support of Honors student success and retention.

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The University Honors College is committed to providing as diverse and inclusive environment for staff, faculty and students. Therefore, we seek candidates who are committed to ensuring that all of our programming reflects, supports and enhances diversity, equity and inclusion within the University Honors College.

About the University Honors College

Over 40 years, the University Honors College has grown to become a thriving living-learning community of over 1,800 highly motivated and academically talented students. Through a customizable curriculum of small group seminars, service learning, experiential learning opportunities and academic support programs, the Honors College fosters student leadership, independence, creativity and success. This is an exciting time to join the University Honors College. We are committed to undergraduate research and experiential learning; civic engagement; global citizenship and the well-being of our diverse communities. For further information about the college, please visit our [website](#).

Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

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 related field with two years of experience.
- Detail-oriented, organized, and strong communication skills.

Preferred Qualifications

- Master's degree in higher education or related field and 1-2 years of experience working in a university environment, preferably in an academic setting.

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Contact Information

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

Contact

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