

Graduate Program Administrator, Pharmaceutical
Sciences
University at Buffalo, The State University of New York

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Downloaded On: Apr. 3, 2025 3:14am

Posted Dec. 24, 2024, set to expire Aug. 4, 2025

Job Title	Graduate Program Administrator, Pharmaceutical Sciences
Department	Pharmaceutical Sciences
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 24, 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/54901
Apply By Email	
Job Description	

Position Summary

The [School of Pharmacy & Pharmaceutical Sciences](#) (SPPS) is seeking a proactive and student centered professional to serve as **Graduate Program Administrator**. In this newly created role, the successful candidate will support the daily operations of the graduate programs (MS/PhD) while working closely with student, faculty, SPPS senior leadership, the Office of Student Success and Engagement (OSSE), and the Office of Finance and Administration.

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The Graduate Program Administrator will be engaged in all aspects of graduate student experience including recruitment, admissions, student services and program management. Specific duties include, but are not limited to:

- Serve as the primary contact for incoming and current students, supporting them throughout the admissions process and academic journey.
- Coordinate onboarding, enrollment, tuition remission, appointment, and academic monitoring
- Facilitate recruitment strategies and marketing initiatives, working closely with the Associate Dean for Graduate Programs, Director of Graduate Programs and Director of Admissions to promote the program's mission.
- Manage the day-to-day operations of the graduate program, responding to student inquiries, including tracking student degree progress, coordinating services, and ensuring program milestones are met.
- Plan and execute events such as recruitment fairs, prospective and accepted student information sessions, Pharmacy Summer Institute, Open Houses, Orientation, Commencement, and Alumni Reunion in support of the recruitment of SPPS graduate students.
- Provide admissions and recruitment, post-admittance, and ongoing student support.

Successful candidate must be able to collaborate with and support multiple members of a diverse school and university community, participating wherever necessary to ensure smooth and efficient operations, as well as continuously analyzing the work and identifying areas for improvement. They must be able to multitask across strategic project areas, ensure consistent follow-up and follow-through and have excellent communication skills.

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.

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Minimum Qualifications

- Bachelor's Degree Experience with 2 years of progressively responsible experience. Equivalent combination of education and experience would be considered.
- Must possess excellent verbal, written, and interpersonal skills.
- Strong organization skills, attention to detail and ability to manage multiple projects.

Preferred Qualifications

- Master's degree preferred with experience in admissions, marketing, and/or student services.
- Familiarity with CRM software (preferably Slate), -, and data management.
- Experience in a higher education setting, particularly in program administration or student support roles.

Contact Information

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

Contact