

**Case Manager**  
**University at Buffalo, The State University of New York**

Direct Link: <https://www.AcademicKeys.com/r?job=250878>

Downloaded On: Apr. 3, 2025 5:32pm

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

<b>Job Title</b>	Case Manager
<b>Department</b>	Educational Opportunity Center
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Dec. 24, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Student Services Counseling Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/54917">https://www.ubjobs.buffalo.edu/postings/54917</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### **Position Summary**

The Student Support Services Unit of the Buffalo Educational Opportunity Center (BEOC) is seeking a dynamic, dedicated, and compassionate individual to join our team as a **Case Manager** to focus on providing comprehensive case management and job coaching to students in the BEOC's Buffalo Build Skilled Trades Pre-Apprenticeship Program and other workforce development programming. The BEOC, supported by the University Center for Academic and Workforce Development (UCAWD) and State University of New York, provides urban and/or disadvantaged residents in the Western New York area with tuition-free academic programs, workforce development training and certifications and gainful employment opportunities. The Case Manager position requires someone with strong interpersonal skills, a commitment to advocacy, and the ability to empower students to achieve their personal and

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professional goals. This role requires strong organizational skills, empathy, and the ability to work collaboratively with students and stakeholders. If you are passionate about empowering individuals to reach their full potential and thrive in a supportive environment, we want to hear from you.

In this position, you will:

- Conduct thorough assessments and develop individualized case plans in collaboration with students, community agencies, employers and other stakeholders (i.e. housing, healthcare, legal, job placement, etc.).
- Facilitate engaging workshops and group sessions for students on topics relevant to personal development and independence such as budgeting, time management, and problem solving.
- Assist students in job readiness preparation, including resume building, interview skills, and job search strategies.
- Provide students with on-the-job support and coaching to help them successfully integrate into the workforce.
- Monitor and track students' job performance and provide ongoing guidance for career advancement.

### **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. Visit our benefits website to learn about our [benefit packages](#).

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### **About The Buffalo Educational Opportunity Center**

The [Buffalo Educational Opportunity Center](#) (BEOC) is an adult education enterprise, of the State University of New York, University Center for Academic and Workforce Development (UCAWD), with an annual enrollment of 1,940 students. The mission of BEOC is to produce lifelong learners who are self-directed, empowered, and committed to excellence. Residents of the surrounding Buffalo community are provided a range of services designed to develop the academic and workforce development skills necessary to become self-sufficient. Programs and services are structured to adapt to the needs of our students — as well as to the demands of our community — and serve as first steps toward the attainment of long-term educational and employment skills.

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 Social Work, Education, Psychology or related field with 2 years of directly related experience in case management or job coaching.
- Knowledge and strong understanding of social services systems and community resources.
- Cultural competence and the ability to build rapport with diverse populations.
- Proficiency with technology including Microsoft Office Suite and student information systems.
- Evening and weekend hours will be required.
- Valid driver's license and access to reliable transportation may be required.
- An equivalent combination of education and experience will be considered.

### **Preferred Qualifications**

- Master's degree in Social Work, Education, Student Personnel, Psychology or related field.
- Bilingual
- Experience working with academically under-prepared and/or economically disadvantaged adults.

### **Contact Information**



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

**Contact**

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