

Student Success Specialist
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=251108>

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Posted Jan. 7, 2025, set to expire Aug. 4, 2025

Job Title	Student Success Specialist
Department	Cora P. Maloney Center
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 7, 2025
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/55025
Apply By Email	
Job Description	

Position Summary

The University at Buffalo (UB) Cora P. Maloney Center (CPMC) – [Access to College Excellence Program](#) is in search of a dynamic, energetic, and highly professional to serve as a Student Success Specialist. This role is dedicated to providing a wide array of support services that are specifically designed to enhance student retention and persistence for first- and second-year students. You will manage a caseload of first-year students, coordinate student success and retention workshops, monitor and track student progress and performance, and collaborate with campus constituents to support students. Additionally, you will design, develop, and teach a one-credit first-year seminar course to help students transition from high school to college. The position reports to the Senior Associate Director for Cora P. Maloney Center and Coordinator for ACE, part of a collaborative team dedicated to student success.

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Key Duties & Responsibilities

- Coordinate workshops for enrolled students that focus on student success and retention.
- Design and implement a system for tracking workshop attendance.
- Teach one section of CPM 101 per year of the one credit hour course for new ACE students. The course will highlight activities and events to help students transition from high school to college and impact retention and persistence.
- Follow up on academic alerts from faculty members.
- Review mid-semester grading and probation reports, to follow up with students about their academic progress.
- Manage a caseload of students and be knowledgeable on university programs and policies that can impact academic success.
- Track student acceptance into departments.

[Cora P. Maloney Center \(CPMC\)](#) is integral to UB's mission of access, diversity, and success. CPMC's mission and vision is to assist with promoting academic excellence, while providing a strong foundation for equity. Cora P. Maloney Center has a strong history of effectively supporting historically underrepresented students and provides a pipeline that connects the pre-college programs (**[Liberty Partnerships Program](#)** (LPP), **[Science Technology and Entry Program](#)** (STEP) and **[Upward Bound](#)**) to the college level programs (**[Access to College Excellence](#)** (ACE), **[Daniel Acker Scholars](#)**, **[Collegiate Science and Technology Entry Program](#)** (CSTEP), **[McNair Scholars](#)**, and **[Student Support Services](#)** (SSS) in CPMC, by offering joint programming and mentorship. CPMC provides a dynamic network of programs, services and opportunities that promote access and academic excellence, to ensure talented UB students persist and actualize their academic and professional potential.

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 the great **[benefits](#)** the University at Buffalo has to offer.

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

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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.

Minimum Qualifications

- Bachelor Degree with at least two (2) years of professional work experience or a combination of work experience and education in lieu of a Bachelor degree will be accepted.
- Strong interpersonal communication skills with the ability to build rapport with diverse constituents including: students, parents/families, faculty, staff and other stakeholders.
- Experience coordinating and facilitating workshops and/or teaching.
- Proficient with Microsoft Office, with knowledge of Outlook, Word, Power Point and Excel.

Preferred Qualifications

- Prior experience with success coaching and academic advising (or closely related) experience in a college or university setting.
- Experience working with first generation college students.

Contact Information

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

Contact