

Assistant Director, Experiential Learning
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=251302>

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Posted Jan. 9, 2025, set to expire Aug. 4, 2025

Job Title	Assistant Director, Experiential Learning
Department	Student Life
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 9, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Educational Services Educational Services
Job Website	https://www.ubjobs.buffalo.edu/postings/55124
Apply By Email	
Job Description	

Position Summary

The Division of Student Life invites applications for the **Assistant Director, Experiential Learning** role within the [Career Design Center](#). Reporting to the Associate Director, Experiential Learning and Student Employment, you will work collaboratively with campus and community partners, including staff, faculty, employers and alumni to support, design and implement experiential learning initiatives for students.

Your responsibilities include:

- Promote best practices, increased equity and access to experiential learning opportunities

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through the coordination of funded programs in the areas of internship, undergraduate research and career and major exploration.

- Adhere to funding guidelines and requirements, contributing to the collection and reporting of program data.
- Participate in the creation of an Experiential Learning presence on the Career Design Center website and additional marketing initiatives to promote program offerings and their value to campus and external communities.
- Serve as a point-of-contact for stakeholders, responding to inquiries about program requirements, logistics and collaborations in a timely manner.
- Provide direct supervision to professional staff, graduate students, and/or student employees

Our team recognizes the advantages diverse perspectives and backgrounds bring to the workplace. We are particularly interested in candidates who share this value and will work to achieve the university's goals of inclusive excellence.

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 and 2 years administrative experience
- Experience in relationship development, human resources, work-based learning, recruiting and/or sales or a related field
- Experience with collecting and reporting data
- Demonstrated ability to successfully create and deliver programs, managing multiple priorities with attention to detail and follow through
- Ability to collaborate with multiple and diverse stakeholders to achieve goals and outcomes.

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Preferred Qualifications

- Demonstrated experience in recruiting, work-based learning and program/event management.
- Experience in university career services, human resources, or workforce development
- Experience with utilizing software platforms including Asana, Handshake or CRM, Academic Works and Brightspace
- A minimum of 1 year of direct experience in experiential learning and/or career services
- Demonstrated experience working with diverse student populations
- Master's degree from an accredited college or university

Contact Information

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

Contact

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