

Senior Academic Advisor, School of Engineering and  
Applied Sciences  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=251632>

Downloaded On: Jan. 15, 2025 7:41am

Posted Jan. 14, 2025, set to expire Aug. 4, 2025

<b>Job Title</b>	Senior Academic Advisor, School of Engineering and Applied Sciences
<b>Department</b>	SEAS Academic Affairs
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Jan. 14, 2025
<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 Educational Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/55209">https://www.ubjobs.buffalo.edu/postings/55209</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

#### Position Summary

The [Office of Academic Affairs](#) in the [School of Engineering and Applied Sciences](#) (SEAS) seeks a student-focused **Senior Academic Advisor** to provide academic advising support to the School's diverse population of undergraduate students. As a Senior Academic Advisor, you will participate in many activities associated with the academic advisement of undergraduate engineering and computer science students, including recruitment, admissions, orientation, and other wrap-around programming. As a member of the undergraduate advising team, you will have an assigned caseload and will collaborate with other academic advisors, faculty, and staff throughout the University to provide holistic academic advisement support to students.

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In addition, each academic advisor in the SEAS Office of Academic Affairs has their own area of responsibility where they devote approximately 20% of their professional obligation. International student experience preferred.

**Responsibilities Include:**

- Provide academic advisement to empower SEAS students to be active, responsible learners who will set goals, develop plans, learn to overcome difficulty, and take full advantage of the many opportunities the university provides in the areas of academics, research, community, and global engagement in the timely attainment of their degree, in support of SEAS and UB goals.
- Ensure that student academic records accurately reflect their progress in completing requirements by processing Academic Advisement Report (AAR) exceptions or appropriate forms, as necessary. Utilize expertise to complete academic reviews for degree audit, to support financial aid reviews, and to inform advising practices.
- Assist with the recruitment, admission, retention, and success of all students in the School of Engineering and Applied Sciences.
- Coordinate admission and advisement procedures for transfer students seeking admission into SEAS, including application review, processing, and outreach

**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**

- Master's degree and one year of professional work experience in a higher education setting. A combination of education and experience will be accepted.
- Proficiency in MS Word, Excel and PowerPoint a must, with ability to learn new systems and software. Excellent verbal, written, and interpersonal skills.



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#### Preferred Qualifications

- Three years experience in an undergraduate academic advising (or other support program); demonstrated experience in teaching, student life or recruitment activities.
- Strong understanding and experience working with individuals from diverse backgrounds.
- Experience using PeopleSoft systems, Navigate, and InfoSource.

#### Contact Information

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

#### Contact