

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=251681>

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Posted Jan. 15, 2025, set to expire Aug. 4, 2025

Job Title	Senior Academic Advisor, School of Engineering and Applied Sciences
Department	SEAS Academic Affairs
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 15, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Educational Services
Job Website	https://www.ubjobs.buffalo.edu/postings/55232
Apply By Email	
Job Description	

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