

Office Coordinator, SEAS Academic Affairs  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=252328>

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Posted Jan. 29, 2025, set to expire Aug. 4, 2025

<b>Job Title</b>	Office Coordinator, SEAS Academic Affairs
<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. 29, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Educational Services Administrative Support/Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/55507">https://www.ubjobs.buffalo.edu/postings/55507</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

**Position Summary**

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The [School of Engineering and Applied Sciences](#) (SEAS) [Office of Academic Affairs](#) (OAA) is seeking an innovative professional to serve as **Office Coordinator**. This position offers direct administrative support for the SEAS OAA office assisting with school-wide undergraduate advisement, recruitment, admissions, and retention initiatives. We are looking for candidates with strong communication skills who can effectively engage with a diverse community of students, staff, and faculty, and who share our commitment to helping all students reach their full potential. This is an in-person position with working hours from 8:30 am to 4:30 pm and reports to the OAA Director of Administration.

**Responsibilities include:**

- Admissions Support
- Student Support
- Administrative Support
- Supervise Student Assistants

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- 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](#).

As an Equal Opportunity / Affirmative Action employer, the University at Buffalo will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

**Minimum Qualifications**

- Bachelor's degree with 1 year of administrative experience.
- Experience with Microsoft Office suite (Outlook, Word and Excel)
- Excellent communication and customer service skills.

**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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