

Senior Counselor  
University at Buffalo, The State University of New York

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Downloaded On: Jan. 30, 2025 11:45pm

Posted Jan. 30, 2025, set to expire Aug. 4, 2025

<b>Job Title</b>	Senior Counselor
<b>Department</b>	Educational Opportunity Program
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Jan. 30, 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>	Counseling Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/55550">https://www.ubjobs.buffalo.edu/postings/55550</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

#### Position Summary

The University at Buffalo (UB) Arthur O. Eve Educational Opportunity Program (EOP) seeks an energetic and committed Senior Counselor to provide academic advisement, social, career and personal counseling support to students. EOP is an access program that graduates students who've experienced academic and economic barriers. The ideal applicant has proven experience providing intentional guidance to a diverse student population to ensure success in higher education. This position reports to the Director of EOP.

#### Key accountabilities and responsibilities:

- Responsible for academic advisement, an integral component of the position, which

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includes but is not limited to course registration, student record reviews, academic planning, etc.

- Provide individual and group counseling as well as programming in the areas of personal, social and career development.
- Maintain accurate and up-to-date records for all student, individual or group interactions.
- Serve as a liaison and advocate for students with campus and community offices. Builds and maintains relationships to effectively assist students in accessing services as needed.
- Manage student success through evidenced based academic advisement practices. This includes first year college success course instruction.
- Work collaboratively with peers and faculty advisors.

We invite individuals to apply whose perspectives and experiences will enrich and strengthen our organization. The Educational Opportunity Program serves a diverse constituency, and our employees, services and policies honor and reflect this diversity. We encourage candidates who thrive in a welcoming multicultural environment to apply.

### Outstanding Benefits Package

*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](#).

### About EOP

The Arthur O. Eve Educational Opportunity Program (EOP) is a multifaceted academic enrichment program for students who have demonstrated potential to academically and personally succeed at University at Buffalo, despite economic or social barriers. Visit our website to learn more about the EOP Program: <https://www.buffalo.edu/eop.html>

### Enrollment Management

The Enrollment Management division within the Office of the Provost, consists of the 1Capen, Office of Admissions, Arthur O. Eve Educational Opportunity Program, Data Analysis and Reporting, Financial Aid, Graduate Enrollment Services, International Admissions, Summer/Winter and the Strategic Content and Marketing Team. Enrollment Management also maintains collaborative relationships with other student support areas including Athletics, The Graduate School, International Education,

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Information Technology, Registrar, Student Accounts, Student Life and Student Success. In conjunction with these campus partners, Enrollment Management collaborates with our schools and colleges to lead UB's enrollment management strategy.

### **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 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**

- Applicants must be eligible to work within the United States in a full-time capacity without visa sponsorship. Please do not apply if you cannot satisfy this requirement.
- Bachelor's degree with a minimum of three (3) years of professional experience working with undergraduate students in a higher education setting.
- Experience advising students on curriculum requirements for a wide range of programs, with adherence to required standards.
- Ability to work both independently and as part of a team.
- Computer experience in MS Office (Word, Excel, PowerPoint).
- Able to manage competing priorities while being responsive to deadlines.
- Possess and demonstrate a high-level of customer service.
- Ability to work periodic evening and weekends is required.

### **Preferred Qualifications**

- Five (5) or more years of professional experience working with undergraduate students in a higher education setting.
- Prior experience working within the SUNY system with experience utilizing university systems (SIRI)

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, HUB, Navigate, etc.) or other applications related to student academic records and student support services strongly preferred.

- Experience with university policies and procedures related to academic advising and financial aid.
- Understanding of and experience working with economically disadvantaged and underrepresented student programs and populations.

### **Contact Information**

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

### **Contact**