

Scheduling & Degree Conferral Specialist
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=252613>

Downloaded On: Jul. 31, 2025 12:33am

Posted Feb. 3, 2025, set to expire Aug. 4, 2025

Job Title	Scheduling & Degree Conferral Specialist
Department	Registrar
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Feb. 3, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Admissions/Student Records/Registrar
Job Website	https://www.ubjobs.buffalo.edu/postings/55609
Apply By Email	
Job Description	

Position Summary

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The University at Buffalo Office of the Registrar is seeking to fill a position for a Scheduling & Degree Conferral Specialist. The ideal candidate(s) will be a self-motivated team player capable of delivering comprehensive degree audits, course catalog and scheduling services for the university. This role demands a nuanced understanding of academic policies and curricula, coupled with meticulous attention to detail in maintaining student and program data within the university's student information system (HUB). Strong technical aptitude and adaptability are essential, as the Specialist will be required to navigate the complexities and interconnectedness of the student information system and related platforms.

Key accountabilities and responsibilities:

- Perform degree audit responsibilities for undergraduate, graduate, and pharmacy careers.
- Coordinate with academic departments and students while maintaining degree audit, listserv(s) and phone line.
- Accept diploma requests, place diploma orders with vendor and respond to related customer service diploma inquiries.
- Collaborate directly with departments regarding course scheduling and the status of their courses.
- Encode enrollment requirement groups as approved by the Assistant Registrar in collaboration with department and the deans of undergraduate and graduate education.
- Assist with undergraduate non-degree application processes.
- Utilize the student information system (Peoplesoft Campus Solutions) to perform needed updates to student records.
- Respond to inquiries from students and staff, providing informational data
- Provide comprehensive training, coaching, and guidance to end users
- Assist in conducting regular system testing to ensure optimal functionality
- Collaborate with team members to enhance process efficiency and communication accuracy.

Applicants must be currently authorized to work in the United States on a full-time basis.

The Office of the Registrar serves as the home for student academic records and related services.

We preserve the integrity of the academic record and student data while providing high quality, student-centered service. We collaborate with others across the University to support the attainment of related university goals. We are a smart, innovative team of nearly 30 which seeks to regularly improve the student and faculty services that we provide. Our office is a supportive and collaborative environment where we value and respect one another and foster enjoyment of and pride in our work. There are many opportunities for professional development and participation on working groups and committees, as well as office activities and events. Our open office is the spacious former home of an undergraduate library, and our building shares a footprint with a food court and grocery store, as well

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as outdoor spaces and walking paths.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit – all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#)

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

- Bachelor's degree
- 1 year of higher education, records management, advising, or related experience
- Strong communication skills (written and verbal) with ability to communicate clearly and respectfully with diverse populations.
- High attention to detail
- Strong technological competence to learn and adapt to new applications and systems
- Demonstrated proficiency in Microsoft Office Suite

Preferred Qualifications

- 2 or more years of higher education work experience
- Experience troubleshooting in a technical environment
- Technical or functional experience with PeopleSoft Campus Solutions

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- Familiarity in running, modifying, and/or creating reports in Microsoft Access and/or SQL

Contact Information

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

Contact

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