

Assistant to Director, Counseling Services
University at Buffalo, The State University of New York

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Downloaded On: Apr. 3, 2025 6:30am

Posted Feb. 12, 2025, set to expire Aug. 4, 2025

Job Title	Assistant to Director, Counseling Services
Department	Counseling Services
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Feb. 12, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Counseling Services
Job Website	https://www.ubjobs.buffalo.edu/postings/55797
Apply By Email	
Job Description	

Position Summary

The [Division of Student Life](#) is accepting applications for the Assistant to Director position within Counseling Services. In this role, you will be responsible for providing professional administrative support to the Director of Counseling Services.

Your responsibilities include:

- Prepare reports that summarize assessment data
- Provide recommendations and solutions to identified problems
- Serve as the lead on a variety of departmental projects
- Aid in identification and management of grants

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- Manage departmental calendar and coordinate time and attendance
- Provide general oversight and management to office operations
- Provide direct supervision to front office staff.

Our team recognizes the advantages diverse perspectives and backgrounds bring to the workplace. We are particularly interested in candidates who share this value and will work to achieve the university's goals of inclusive excellence.

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. Visit our benefits website to learn about our [benefit packages](#).

About Student Life

As a member of Student Life, you will join service professionals, all driven by one shared set of values designed to help ensure students' well-being, create a safe and supportive environment and promote student success. In Student Life, growth is a shared passion. We aim for excellence, thinking big and going bold. We pursue our goals tenaciously while stewarding the student experience. We build communities and advance diversity in all forms. We encourage discovery and celebrate success.

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

- Associate degree with a minimum of 2 years of experience **or** bachelor's degree; a degree in

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business, health administration, allied health or mental health professions or closely related field is required.

- Must have excellent interpersonal, communication, analytical, project management, and organizational skills.

Preferred Qualifications

- Minimum of one year of experience in a health or mental health setting preferred.

Contact Information

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

Contact

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