

## Graduate and Undergraduate Studies Coordinator University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=254461>

Downloaded On: Apr. 2, 2025 6:48pm

Posted Mar. 17, 2025, set to expire Apr. 12, 2025

<b>Job Title</b>	Graduate and Undergraduate Studies Coordinator
<b>Department</b>	History Department
<b>Institution</b>	University at Buffalo Buffalo, New York
<b>Date Posted</b>	Mar. 17, 2025
<b>Application Deadline</b>	04/12/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Admissions/Student Records/Registrar Administrative Support/Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6079889">https://apptrkr.com/6079889</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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### Graduate and Undergraduate Studies Coordinator, History

#### Position Information

**Position Title:** Graduate and Undergraduate Studies Coordinator, History

**Department:** History

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/56252>

**Job Type:** Full-Time

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### Posting Detail Information

#### Position Summary

The **Graduate and Undergraduate Studies Coordinator** in the [College of Arts and Sciences](#) will serve as a vital role in promoting the educational and career success for students in the department. As the coordinator you will provide excellent customer service to various populations.

#### Duties include (but are not limited to):

- Provide a broad spectrum of support to graduate and undergraduate students (new and transfers). This includes from time of application, during the admission cycle, acceptance, arrival and throughout the duration of their program of study to conferral.
- Provide tours to prospective students.
- Represent the Department at the various events for graduate and undergrad events such as open house, accepted student day, etc.
- Assist the Director of Graduate Studies, Director of Undergraduate Studies, Department Chair, and Academic Advisor, in all aspects of student recruitment and management.
- Serve as the brand ambassador for the department and responsible for functions that will strengthen collaborative relationships with students, faculty, and alumni as well as other internal and external constituents.
- Assist graduate applicants with required materials in Slate and process applications for assigned departments.
- Collaborate with the Student Support team across the college to maintain policies and procedures.

The College of Arts and Sciences is the largest interdisciplinary academic unit at the University at Buffalo. With 30 departments, 16 academic programs and 23 centers and institutes in the arts and humanities, natural sciences and mathematics and the social sciences, the College offers more academic options than any other unit on campus.

#### *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](#).

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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

- Associates Degree, and two years of professional administrative experience.
- A combination of education and experience will be considered in lieu of the degree requirement.
- Effective written and oral communication skills.
- Strong and current computing skills including proficiency with Microsoft Excel, Word, and Outlook. Ability and eagerness to learn new systems.

### Preferred Qualifications

- Bachelors degree
- Administrative experience in an academic setting and experience with University systems (HUB and SLATE) preferred.

### Salary Range

\$49,261

### Special Instructions Summary

All application materials should be submitted via UB Jobs. Application materials submitted directly to the posting contact will not be acknowledged and cannot be considered.

### Is a background check required for this posting?

Yes

### Contact Information

**Contact's Name:** Nicole Hayden

**Contact's Pronouns:** she/her/hers

**Contact's Title:** HR Specialist

**Contact's Email:** [nhayden@buffalo.edu](mailto:nhayden@buffalo.edu)

**Contact's Phone:** 716-645-0729

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**Posting Dates**

**Posted:** 03/14/2025

**Deadline for Applicants:**

**Date to be filled:**

**Contact Information**

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

**Contact**

N/A

University at Buffalo

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