

Academic Coordinator, School of Engineering and Applied  
Sciences  
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=254524>

Downloaded On: Apr. 2, 2025 10:24pm

Posted Mar. 17, 2025, set to expire Jul. 15, 2025

<b>Job Title</b>	Academic Coordinator, School of Engineering and Applied Sciences
<b>Department</b>	School of Engineering and Applied Sciences
<b>Institution</b>	University at Buffalo Buffalo, New York
<b>Date Posted</b>	Mar. 17, 2025
<b>Application Deadline</b>	10/24/2026
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Educational Services
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**Job Description**

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**Academic Coordinator, School of Engineering and Applied Sciences**

**Position Information**

**Position Title:** Academic Coordinator, School of Engineering and Applied Sciences

**Department:** School of Engineering and Applied Sciences

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/53594>

**Job Type:** Full-Time

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## Posting Detail Information

### Position Summary

The **School of Engineering & Applied Sciences (SEAS)** seeks to hire innovative and highly professional Academic Advisors who are passionate about assisting students as they progress through their academic journey, from new student orientation to graduation. Positions are available within the various Schools Departments.

The **Academic Advisors** will aid undergraduate and/or graduate students with choosing classes, determining their strengths, selecting majors, and help them work towards careers that fit their talents. To ensure that students are progressing towards their goals, the Academic Advisors will communicate regularly with students, maintain records of their performance, and intervene if declines in grades or attendance occur.

A successful candidate should have a strong desire to support student development and be caring, organized, communicative, and accessible.

### Key accountabilities and responsibilities:

- Provide consultation, guidance and advisement to students within an academic department regarding academic plans and strategies; maintain appropriate records regarding student consultations.
- Present on standard advisement topics at large and small workshops and orientations.
- Connect students to resources and services across the institution in support of individual student success and in partnership with student success personnel.
- Process, verify, and/or approve academic paperwork and records; update academic records, review external documents, certify graduation, evaluate transfer work, and process academic exceptions to curriculum requirements.
- Process all tuition scholarship forms from all funding sources. Maintain financial records and assignments for student support, tuition and scholarships.
- Process all student appointment paperwork. From all funding sources - State, RF and UBF.
- Monitor student academic progress to degree attainment and conduct degree checks to ensure compliance with degree program requirements
- Create, review, and edit departmental Course Catalog listings. Process new-course proposals. Secure course textbooks, desk copies, and companion solution manuals as appropriate.
- Design and maintain all undergraduate and graduate level course schedules, accommodating multiple and varying constraints, setup and maintenance of room and force caps, allotment of

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- adequate space for majors and graduating seniors, and coordination of cross listed courses.
- Career Opportunities: Make students aware of internship, Study Abroad and job opportunities in coordination with the SEAS Deans Office and UB Career Services.
- Provide input to departmental leadership regarding the development of advisement, recruitment, and/or curricular programs offered by the school/college; Assist in the collection, analysis and reporting of learning outcomes assessment data as required by ABET. Create and administer student, alumni and employer surveys.
- Assist in the organization and presentation of departmental portion of Orientation, Open houses, Preview Day and Commencement.
- Assist in identification of candidates eligible for UB scholarships and awards.

***This is a pooled posting. Positions are filled on an "as needed" basis.***

### **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 The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of Americas 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](#).

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

### **Minimum Qualifications**

- Bachelors Degree required and 2 years of experience in higher education administration, administrative support, or fiscal management.
- Experience with MS Office products, Word and Excel.
- Applicant must possess strong writing, communication and data management skills as well as

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excellent interpersonal skills.

**Preferred Qualifications**

- Masters Degree preferred.
- Three years of experience in higher education administration, administrative support, or fiscal management.
- Experience with UB systems, HUB, and SIRI



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**Physical Demands**

**Salary Range**

\$55,151- \$58,000

**Special Instructions Summary**

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

No

**Contact Information**

**Contact's Name:** Ria Iliadou

**Contact's Pronouns:**

**Contact's Title:** Associate Director of HR

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

**Contact's Phone:** 716-645-1407

**Posting Dates**

**Posted:** 10/24/2024

**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**



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N/A

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