

**Student Retention Coordinator
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=255603>

Downloaded On: Apr. 18, 2025 7:44pm

Posted Apr. 10, 2025, set to expire Apr. 24, 2025

Job Title Student Retention Coordinator
Department
Institution University at Buffalo
Buffalo, New York

Date Posted Apr. 10, 2025

Application Deadline 04/24/2025
Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Student Services

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Job Description

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Student Retention Coordinator

Position Information

Position Title: Student Retention Coordinator

Department: Student Support Services

Posting Link: <https://www.ubjobs.buffalo.edu/postings/56626>

Job Type: Full-Time

Posting Detail Information

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Position Summary

TRIO **Student Support Services (SSS)** serves low-income, first-generation students and/or students with documented disabilities. SSS welcomes applications for the **Student Retention Coordinator** position. The Student Retention Coordinator is responsible for coordinating supportive services for SSS students with the aim of: increasing academic and non-cognitive skill development; creating student personal and cultural enrichment opportunities; refining academic support services; maintaining/enhancing the SSS services; and to increase the retention and graduation rates of eligible participants (low income or first generation students or students with disabilities who have academic need) or meet SSS grant objectives.

Key Duties and Responsibilities:

Coordination and assessment of services and programs

- Partner with program director to design, plan, and execute student events and services that support the academic success; career development; financial literacy; personal growth; academic and cultural enrichment; and graduate/professional school preparation.
- Work collaboratively with the SSS team to coordinate peer coaching and specialized tutoring services.
- Work collaboratively with the SSS team to coordinate academic skills based coaching services for students with disabilities and students not making satisfactorily academic progress (SAP)/on academic warning or on academic probation.

Record-keeping and reporting

- Maintain the program student roster, including tracking and reporting of the academic progress, persistence, and graduation of students.

Administration and Supervision

- Assist program director in conducting new student intakes and recruiting widely from eligible incoming class and continuing students.
- Partner with director to recruit, hire, and train graduate assistants.
- Create flyers for program events and prepare other printed or electronic materials in accordance with program guidelines and in accordance with the guidelines established by the Division of Communications at UB.
- Assist program director with program evaluation and assessment, including reports on the academic progress, persistence, and graduation of students.

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Advising and Program Support

- Assist program director and program advisor in providing counseling and academic advising support to SSS students to help them achieve their educational and personal goals.
- Collaborate with SSS team to ensure successful execution of program events that foster student engagement.
- Collaborate with SSS staff to complete year-end reports.
- Maintain professional excellence in SSS through ongoing professional development activities.
- Perform other related duties as assigned.

We invite individuals to apply whose perspectives and experiences will enrich and strengthen our organization. The Student Support Services department serves a diverse constituency of patrons, and our employees, services and policies strive to honor and reflect this diversity. We encourage candidates who thrive in a welcoming multicultural environment to apply.

Student Support Services (SSS) is a federally-funded TRIO grant program and is sponsored by the U.S. Department of Education. The mission of the SSS Program is to provide comprehensive academic support services that increase the retention and graduation rates of eligible undergraduate participants by fostering academic success in a supportive educational and holistic advising environment at the University at Buffalo. The SSS Program at UB serves a minimum of 275 participants.

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 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 Research Foundation will not discriminate

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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 with proven experience in program administration, preferably within higher education and also with competencies in the following areas:

- Excellent oral and written communication skills.
- Strong interpersonal skills.
- Ability to work with diverse populations and conduct presentations to a variety of audiences.
- Proficiency with Microsoft Office, specifically excel and other databases.

Preferred Qualifications

- Masters Degree in Education, Guidance and Counseling, Social Work, Student Affairs, Student Personnel, Higher Education Administration or related field.
- Minimum of three years of experience in education-related field including work with diverse student populations.

Salary Range

\$44,000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Brenda Reed

Contact's Pronouns:

Contact's Title: Administrative Assistant

Contact's Email: bdreed@buffalo.edu

Contact's Phone: 716-645-5674

Posting Dates

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Deadline for Applicants: 04/24/2025

Date to be filled: 04/30/2025

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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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