

Case Manager
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=257583>

Downloaded On: Jun. 5, 2025 11:11pm

Posted Jun. 2, 2025, set to expire Jun. 30, 2025

Job Title Case Manager
Department Buffalo Educational Opportunity Center (BEOC)
Institution University at Buffalo
Buffalo, New York

Date Posted Jun. 2, 2025

Application Deadline 06/30/2025
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Student Services
Educational Services
Counseling Services

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Job Description

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Case Manager

Position Information

Position Title: Case Manager

Department: Educational Opportunity Center

Posting Link: <https://www.ubjobs.buffalo.edu/postings/57369>

Job Type:

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Full-Time

Posting Detail Information

Position Summary

The Buffalo Educational Opportunity Center (BEOC) is seeking a **Case Manager** to join our team to provide comprehensive case management and job coaching to students in the BEOCs Buffalo Build Skilled Trades Pre-Apprenticeship Program and other workforce development programming.

Key responsibilities of this position include:

- Conduct thorough assessments and develop individualized case plans in collaboration with students, community agencies and other stakeholders (i.e. housing, healthcare, legal, job placement, etc.).
- Facilitate engaging workshops and group sessions for students on topics relevant to personal development and independence such as budgeting, time management, and problem solving.
- Assist students in job readiness preparation, including resume building, interview skills, and job search strategies.
- Provide students with on-the-job support and coaching to help them successfully integrate into the workforce.
- Monitor and track students job performance and provide ongoing guidance for career advancement.

The Case Manager position requires someone with strong interpersonal skills, a commitment to advocacy, and the ability to empower students to achieve their personal and professional goals. This role requires strong organizational skills, empathy, and the ability to work collaboratively with students and stakeholders. If you are passionate about empowering individuals to reach their full potential and thrive in a supportive environment, we want to hear from you.

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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 the great [benefits](#) the University at Buffalo has to offer.

About The Buffalo Educational Opportunity Center

The [Buffalo Educational Opportunity Center](#) (BEOC) is an adult education enterprise, of the State University of New York, University Center for Academic and Workforce Development (UCAWD), with an annual enrollment of 1,940 students, that provides urban and/or disadvantaged residents in the Western New York area with tuition-free academic programs, workforce development training and certifications and gainful employment opportunities. The mission of BEOC is to produce lifelong learners who are self-directed, empowered, and committed to excellence. Residents of the surrounding Buffalo community are provided a range of services designed to develop the academic and workforce development skills necessary to become self-sufficient. Programs and services are structured to adapt to the needs of our students - as well as to the demands of our community - and serve as first steps toward the attainment of long-term educational and employment skills.

As an Equal Opportunity / Affirmative Action employer, the Research Foundation 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 in Social Work, Education, Psychology or related field with 2 years of directly related experience in case management or job coaching.
- Knowledge and strong understanding of social services systems and community resources.
- Cultural competence and the ability to build rapport with diverse populations.
- Proficiency with technology including Microsoft Office Suite and student information systems.
- Evening and weekend hours will be required.
- Valid drivers license and access to reliable transportation may be required.
- An equivalent combination of education and experience will be considered.

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Preferred Qualifications

- Masters degree in Social Work, Education, Student Personnel, Psychology or related field.
- Bilingual
- Experience working with academically under-prepared and/or economically disadvantaged adults.

Salary Range

\$55,000 - \$57,000

Special Instructions Summary

This position is funded until 12/31/26 by a grant from the New York State Office of Strategic Workforce Development and is subject to the continued availability of funds from this grant.

Is a background check required for this posting?

Yes

Contact Information

Contact's Name: Michelle Riggio

Contact's Pronouns:

Contact's Title: Director of Student Support Services

Contact's Email: mriggio@buffalo.edu

Contact's Phone: 716-645-1864

Posting Dates

Posted: 05/30/2025

Deadline for Applicants: 06/30/2025

Date to be filled: 07/30/2025

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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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