

**Student Needs Coordinator  
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=258922>

Downloaded On: Jul. 1, 2025 11:50pm

Posted Jul. 1, 2025, set to expire Jul. 29, 2025

**Job Title** Student Needs Coordinator  
**Department** VPSL Dean of Students  
**Institution** University at Buffalo  
Buffalo, New York

**Date Posted** Jul. 1, 2025

**Application Deadline** 07/29/2025  
**Position Start Date** Available immediately

**Job Categories** Professional Staff  
Coordinator

**Academic Field(s)** Student Services

**Apply Online Here** <https://apptrkr.com/6332188>

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**Job Description**

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**Student Needs Coordinator**

**Position Information**

**Position Title:** Student Needs Coordinator

**Department:** VPSL Dean of Students

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/57800>

**Job Type:** Full-Time

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### Posting Detail Information

#### Position Summary

**Student Life** invites applications for the Student Needs Coordinator position within the Dean of Students Office. In this role, you will join a student-facing team of multidisciplinary professionals that provide direct assistance and support to students in navigating a complex university life.

In this role, you will be responsible for the day-to-day management of the Student Life Emergency Fund and the Blue Table food pantry, in addition to a caseload of students experiencing concerns, needs and emergencies.

Your responsibilities include:

- Coordinate Blue Table and Emergency Fund operations and special events
- Conduct intake appointments, manage referrals and assess student needs
- Supervise a student assistant staff team
- Refer students to community and university resources as needed
- Serve as liaison between Dean of Students Office, university partners, local service providers and parents

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

Working at UB offers world-class benefits that exceed salary alone. There are personal rewards such as health and retirement plans, training opportunities and access to recreational resources. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. We focus on creating and sustaining a healthy mix of work, personal life, and academic pursuits to support 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 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

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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** bachelors degree
- Post-undergraduate experience working in higher education, social work, counseling or closely related field.
- Demonstrated knowledge and understanding of student development or counseling theory.
- Excellent communication and interpersonal skills.
- Interest and competence in working with culturally diverse students.
- Ability to successfully manage multiple priorities and tasks.

### Preferred Qualifications

- Masters degree in higher education administration, social work, counseling or closely related field.
- Experience managing college student programs that address basic need access.

### Physical Demands

### Salary Range

\$51,261

### Special Instructions Summary

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

No

### Contact Information

**Contact's Name:** Michelle Russell

**Contact's Pronouns:**

**Contact's Title:**

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Senior Associate Director, Student Conduct

**Contact's Email:** [mr75@buffalo.edu](mailto:mr75@buffalo.edu)

**Contact's Phone:** 716-645-6154

**Posting Dates**

**Posted:** 06/30/2025

**Deadline for Applicants:**

**Date to be filled:** 08/14/2025

**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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