

Graduate and Undergraduate Studies Coordinator, History
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=259907>

Downloaded On: Jul. 17, 2025 10:19pm

Posted Jul. 17, 2025, set to expire Aug. 4, 2025

Job Title	Graduate and Undergraduate Studies Coordinator, History
Department	History
Institution	University at Buffalo Buffalo, New York
Date Posted	Jul. 17, 2025
Application Deadline	08/14/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Educational Services
Apply Online Here	https://apptrkr.com/6386113
Apply By Email	
Job Description	

Image not found or type unknown



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/58061>

Job Type: Full-Time

Graduate and Undergraduate Studies Coordinator, History University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=259907>

Downloaded On: Jul. 17, 2025 10:19pm

Posted Jul. 17, 2025, set to expire Aug. 4, 2025

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 throughout their time in the program.
- Represent the Department at the various events for graduate and undergrad events.
- Provide department tours to students.
- Assist the Director of Graduate Studies, Director of Undergraduate Studies, Department Chair, and Academic Advisor, in all aspects of student 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.
- 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](#).

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

Graduate and Undergraduate Studies Coordinator, History
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=259907>

Downloaded On: Jul. 17, 2025 10:19pm

Posted Jul. 17, 2025, set to expire Aug. 4, 2025

- Associates Degree.
- Two years of professional administrative experience.
- 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.

Physical Demands

Salary Range

\$51,261

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: Human Resources Officer for Staff Affairs

Contact's Email: nhayden@buffalo.edu

Contact's Phone: 716-645-0729

Posting Dates

Posted: 07/16/2025

Deadline for Applicants:

Date to be filled:

Graduate and Undergraduate Studies Coordinator, History
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=259907>

Downloaded On: Jul. 17, 2025 10:19pm

Posted Jul. 17, 2025, set to expire Aug. 4, 2025

08/28/2025

Contact Information

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

Contact

N/A

University at Buffalo

,