

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

Direct Link: <https://www.AcademicKeys.com/r?job=261041>

Downloaded On: Aug. 13, 2025 9:30am

Posted Aug. 12, 2025, set to expire Sep. 9, 2025

Job Title	Academic Advisor, School of Engineering and Applied Sciences
Department	SEAS Academic Affairs
Institution	University at Buffalo Buffalo, New York
Date Posted	Aug. 12, 2025
Application Deadline	09/09/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Educational Services
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Job Description

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Academic Advisor, School of Engineering and Applied Sciences

Position Information

Position Title: Academic Advisor, School of Engineering and Applied Sciences

Department: SEAS Academic Affairs

Posting Link: <https://www.ubjobs.buffalo.edu/postings/58480>

Job Type: Full-Time

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Posting Detail Information

Position Summary

The **Office of Academic Affairs (OAA)** in the **School of Engineering & Applied Sciences (SEAS)** is recruiting for an **Academic Advisor** who will participate in all activities and responsibilities associated with the academic advisement of undergraduate engineering and computer science students in the University at Buffalo. Like all academic advisors in the Office of Academic Affairs, the incumbents will:

Advise students with regard to:

- admissions requirements;
- selection and changing of SEAS degree programs; academic planning, including course selection and resolution of scheduling difficulties;
- conveying and interpreting necessary academic policies, including guiding students through appropriate petitions, withdrawals, leaves, TAP guidelines, and academic dismissals;

Other relevant academic matters including:

- strategies for coping with unsatisfactory performance and referrals to campus support services as appropriate;
- assisting with on-campus and off-campus recruitment activities and new student orientation.
- assisting with PeopleSoft "HUB" Advisement Report exception processing, transfer credit articulation, and degree audit.

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

- Masters degree in Higher Education Administration, Student Affairs Administration, College Student Personnel Administration, or related field preferred. A combination of education and

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experience will be accepted.

- Computer proficiency required (Windows environment and Microsoft Office suite of applications).
- Expertise with various UB IT systems including HUB, VZ orientation, and ImageNow will be necessary.
- Excellent verbal, written, interpersonal and organizational skills are essential.
- An interest and passion for working with culturally and linguistically diverse students.

Preferred Qualifications

- 2 years of professional work experience in a higher education setting.

Physical Demands

Salary Range

\$57,151- \$58,000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Erin MacDiarmid

Contact's Pronouns:

Contact's Title: Assistant Dean for Undergraduate Advising

Contact's Email: edaniher@buffalo.edu

Contact's Phone: 716-645-2774

Posting Dates

Posted: 08/11/2025

Deadline for Applicants:

Date to be filled: 09/18/2025

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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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