

Coordinator, Student Staff
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=263039>

Downloaded On: Sep. 26, 2025 2:16pm

Posted Sep. 26, 2025, set to expire Oct. 29, 2025

Job Title Coordinator, Student Staff
Department Orientation, Transition and Parent Programs
Institution University at Buffalo
Buffalo, New York

Date Posted Sep. 26, 2025

Application Deadline 10/29/2025
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Student Services

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Job Description

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Coordinator, Student Staff

Position Information

Position Title: Coordinator, Student Staff

Department: Orientation, Transition and Parent Programs

Posting Link: <https://www.ubjobs.buffalo.edu/postings/59255>

Job Type: Full-Time

Posting Detail Information

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Position Summary

The [Division of Student Life](#) is accepting applications for the Coordinator, Student Staff role within Orientation, Transition and Parent Programs (OTPP). In this role, you will serve as a key member of the OTPP team responsible for planning, coordinating, implementing, evaluating, and enhancing "New to UB" programs and initiatives designed to help incoming undergraduate students transition successfully to the University at Buffalo.

In this role, your primary responsibility is managing and supervising Orientation and UB Welcome student leader staff teams. Additional responsibilities include:

- Assisting with program implementation and supporting the development, evaluation, and improvement of the New to UB experience; and
- Contributing to the overall success of Orientation, Transition and Parent Programs, and engaging with/contributing to the profession at large.

Due to the nature of our work, some evening and weekends will be required.

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](#)

About Student Life

[Student Life](#) is dedicated to creating a student-centered environment that fosters engagement, well-being, and success. Guided by four strategic priorities-student engagement, health and wellness, personalized support, and advancing diversity, equity, inclusion, and justice-we provide transformative experiences that empower students to grow, lead, and thrive. As a member of Student Life, you'll join a team of passionate professionals united by shared values and a commitment to student success. We think big, act boldly, and pursue excellence with purpose. Together, we build inclusive communities, champion discovery, and celebrate the achievements that shape the UB experience.

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a

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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 [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

- Bachelors degree
- Equivalent of at least 2 years working in higher education (post-undergraduate)
- Thorough knowledge and understanding of student development theory, and its application to orientation and transition programming and to supervision of students
- Excellent communication and interpersonal skills
- Interest and competence in working with culturally diverse students
- Highly organized with the ability to take ownership of projects and manage competing priorities within expected deadlines

Preferred Qualifications

- Masters degree in Higher Education/Student Affairs or closely related field
- Experience working with university orientation or transition programming

Physical Demands

The role requires the incumbent to occasionally move tables/boxes or other equipment. The ability to move equipment weighing up to 20 pounds is required.

Salary Range

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\$55,151 - \$58,000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Matthew Ardila-Weigand

Contact's Pronouns:

Contact's Title: Director

Contact's Email: weigand@buffalo.edu

Contact's Phone: 716-645-6125

Posting Dates

Posted: 09/25/2025

Deadline for Applicants:

Date to be filled: 12/01/2025

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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