

Academic Advisor, University Honors College
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=264339>

Downloaded On: Oct. 23, 2025 8:47pm

Posted Oct. 23, 2025, set to expire Dec. 19, 2025

Job Title Academic Advisor, University Honors College
Department University Honors College
Institution University at Buffalo
Buffalo, New York

Date Posted Oct. 23, 2025

Application Deadline 11/19/2025
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Student Services
Administrative Support/Services

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Job Description

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Academic Advisor, University Honors College

Position Information

Position Title: Academic Advisor, University Honors College

Department: University Honors College

Posting Link: <https://www.ubjobs.buffalo.edu/postings/54802>

Job Type: Full-Time

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Posting Detail Information

Position Summary

The University at Buffalo (UB) [University Honors College](#) seeks to hire an energetic and highly professional **Academic Advisor**. This position provides a broad range of administrative and advising support functions and is responsible for providing support and mentorship to to Honors College students.

Key accountabilities and responsibilities

- Provide academic advisement for Honors students including goal setting and assistance with locating potential research, internship, study abroad, and other experiential learning opportunities.
- Assist with activities in support of Honors student success and retention.

The University Honors College is committed to providing as diverse and inclusive environment for staff, faculty and students. Therefore, we seek candidates who are committed to ensuring that all of our programming reflects, supports and enhances diversity, equity and inclusion within the University Honors College.

About the University Honors College

Over 40 years, the University Honors College has grown to become a thriving living-learning community of over 1,800 highly motivated and academically talented students. Through a customizable curriculum of small group seminars, service learning, experiential learning opportunities and academic support programs, the Honors College fosters student leadership, independence, creativity and success. This is an exciting time to join the University Honors College. We are committed to undergraduate research and experiential learning; civic engagement; global citizenship and the well-being of our diverse communities. For further information about the college, please visit our [website](#).

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](#).

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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 in related field with two years of experience.
- Detail-oriented, organized, and strong communication skills.

Preferred Qualifications

- Masters degree in higher education or related field and 1-2 years of experience working in a university environment, preferably in an academic setting.

Physical Demands

Salary Range

\$58,000 - \$62,000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Karyn St. George

Contact's Pronouns:

Contact's Title: Honors College Director

Contact's Email: kcs9@buffalo.edu

Contact's Phone:

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716-645-3020

Posting Dates

Posted: 12/19/2024

Deadline for Applicants:

Date to be filled: 11/26/2025

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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