

Academic Advisement Reporting & Degree Applicable
Credit Lead
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=264340>

Downloaded On: Oct. 23, 2025 9:09pm

Posted Oct. 23, 2025, set to expire Nov. 20, 2025

Job Title	Academic Advisement Reporting & Degree Applicable Credit Lead
Department	Registrar
Institution	University at Buffalo Buffalo, New York
Date Posted	Oct. 23, 2025
Application Deadline	11/20/2025
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Student Services
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Job Description

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Academic Advisement Reporting & Degree Applicable Credit Lead

Position Information

Position Title: Academic Advisement Reporting & Degree Applicable Credit Lead

Department: Registrar

Posting Link: <https://www.ubjobs.buffalo.edu/postings/59673>

Job Type: Full-Time

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Posting Detail Information

Position Summary

The University at Buffalo **Registrars Office** seeks to hire an Instructional Support Associate. The Associate is responsible for overseeing and continuously assessing and improving processes related to: calculation of degree applicable credit (DAC) for financial aid programs, NCAA certification, and Academic Advisement Report (AAR) encoding.

Key accountabilities and responsibilities:

- Lead the working group responsible for calculating the number of degree applicable credits (DAC) for TAP, Excelsior, and other New York State Aid Programs
- Lead the DAC review team, assigning cases and ensuring accurate, timely review of DAC; and conduct manual reviews of DAC and re-reviews of complex student situations as needed
- Lead the NCAA Certification Team, assigning cases and ensuring accurate, timely review of NCAA eligibility; for a defined subset of athletes, perform all aspects of the athletic eligibility process including refreshing NCAA database, running Academic Advising reports, updating and completing the certification and recertification forms in accordance with NCAA regulations and the Office of the Registrar NCAA certification manual.
- Consult, as necessary, with athletic academic advisors office, the director of Academic Advising, Financial Aid advisors, and departmental academic advisors to ensure that student athletes certification and/or DAC calculation is correct.
- Work with the TAP/Excelsior and NCAA Certification Teams to improve the efficiency and accuracy of the processes and communications.
- Provide training to staff related to DAC, NCAA, and Academic Advisement Report encoding and respond to related listservs.
- Serve as Academic Advisement Reporting encoding lead, taking responsibility for assigning encoding responsibilities, ensuring their accurate, timely completion and for encoding reports as needed.
- Lead PI/Bundle testing and system support of related process

The Office of the Registrar serves as the home for student academic records and related services. We preserve the integrity of the academic record and student data while providing high quality, student-centered services. We collaborate with others across the university to support the attainment of related

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university goals. We are a smart, innovative team of nearly 30 which seeks to regularly improve the student and faculty services that we provide. Our office is a supportive and collaborative environment where we value and respect one another, and foster enjoyment of and pride in our work. There are many opportunities for professional development and participation on working groups and committees, as well as office activities and events. Our open office is the spacious former home of an undergraduate library, and our building shares a footprint with a food court and grocery store, as well as outdoor spaces and walking paths.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#).

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 with one (1) year higher education professional work experience required and competencies in the following areas:

- Interpersonal communication skills (oral and written) with tact and diplomacy exhibiting understanding, appreciation and respect for all individuals in a diverse environment
- Well organized, possess high attention to detail and display accuracy in all areas of responsibility.
- Strong technological competence to learn and adapt to new applications and systems
- Possess and display a commitment to excellence and continuous improvement
- Strong working knowledge of MS office applications including Word, Excel, and PowerPoint.

Preferred Qualifications

- At least one or more years of experience working in a University Registrars office
- Three or more years of higher education work experience

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- Experience troubleshooting in a technical environment
- Technical or functional experience with PeopleSoft Campus Solutions, including development and maintenance of PS queries
- Familiarity in running, modifying, and/or creating reports in Microsoft Access and/or SQL

Physical Demands

Salary Range

\$55,000 - \$62000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Lauren Barnhard

Contact's Pronouns:

Contact's Title: Associate Registrar

Contact's Email: Ljm25@buffalo.edu

Contact's Phone: 716-645-1836

Posting Dates

Posted: 10/22/2025

Deadline for Applicants:

Date to be filled: 11/21/2025

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

Contact

N/A

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