

Senior Academic Advisor  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=219086>

Downloaded On: May. 9, 2024 10:18am

Posted Aug. 4, 2023, set to expire Aug. 4, 2024

**Job Title** Senior Academic Advisor  
**Department** SEAS Undergraduate Education  
**Institution** University at Buffalo, The State University of New York  
Buffalo, New York

**Date Posted** Aug. 4, 2023

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Student Services  
Educational Services  
Counseling Services

**Job Website** <https://www.ubjobs.buffalo.edu/postings/44399>

**Apply By Email**

**Job Description**

**Position Summary**

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The [Office of Undergraduate Education](#) in the School of Engineering and Applied Sciences (SEAS) seeks a student-focused **Senior Academic Advisor** to provide academic advising support to the School's diverse population of undergraduate students. As a Senior Academic Advisor, you will participate in many activities associated with the academic advisement of undergraduate engineering and computer science students, including recruitment, admissions, orientation, and other wrap-around programming. As a member of the undergraduate advising team, you will have an assigned caseload and will collaborate with other academic advisors, faculty, and staff throughout the University to provide holistic academic advisement support to students. Approximately 20% of your role will allow for direct leadership for one of our office's advisement services in support of our students.

Responsibilities Include:

- Provide academic advisement to empower SEAS students to be active, responsible learners who set goals, develop plans, build resilience, and take full advantage of the many academic and extracurricular opportunities provided by the University as they work towards timely degree completion.
- Ensure that student academic records accurately reflect their progress in completing requirements by processing Academic Advisement Report (AAR) exceptions or appropriate forms, as necessary. Utilize expertise to complete academic reviews for degree audit, to support financial aid reviews, and to inform advising practices.
- Assist with the recruitment, admission, retention, and success of all undergraduate students in the School of Engineering and Applied Sciences.
- Coordination of one of our office's advisement services.

**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. Visit our benefits website to learn about our [benefit packages](#).

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### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a 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 the [University at Buffalo](https://www.AcademicKeys.com/r?job=219086).

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**

- Master's degree and one year of professional work experience in a higher education setting. A combination of education and experience will be accepted.
- Proficiency in MS Word, Excel and PowerPoint a must, with ability to learn new systems and software. Excellent verbal, written, and interpersonal skills.

### **Preferred Qualifications**

- Three years experience in an undergraduate academic advising (or other support program); demonstrated experience in teaching, student life or recruitment activities.
- Strong understanding of and experience working with individuals from diverse backgrounds.
- Experience using PeopleSoft systems, Navigate, and InfoSource.

### **Contact Information**

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

### **Contact**

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