

LEAD Coordinator, Office of Student Engagement
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=220284>

Downloaded On: May. 9, 2024 1:32pm

Posted Aug. 25, 2023, set to expire Aug. 4, 2024

Job Title	LEAD Coordinator, Office of Student Engagement
Department	Office of Student Engagement
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Aug. 25, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator Professional Staff
Academic Field(s)	Student Services Educational Services Counseling Services
Job Website	https://www.ubjobs.buffalo.edu/postings/44753
Apply By Email	
Job Description	

Position Summary

The [Division of Student Life](#) is accepting applications for the **LEAD Coordinator** position within the Office of Student Engagement. In this role, you will join a team that provides UB students with intentional programming and support related to leadership, engagement, activities, and development (LEAD). As one of three LEAD Coordinators, you will be responsible for coordinating programming within the Leadership and Development and student activities portfolios.

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Your responsibilities include:

- Coordinate the Student Engagement Ambassador (SEA) peer mentoring program consisting of upper-class interns who are responsible for connecting their peers to campus involvement
- Supervise and support a graduate assistant and/or a graduate intern
- Instruct and facilitate the SEA program curriculum
- Plan, execute, and assess development and training programs and workshops for a diverse student population
- Work collaboratively with key campus stakeholders to deliver leadership and development programs
- Coordinate a student activities programming portfolio to enhance the student experience, with the assistance of a graduate assistant
- Contribute positively to the overall success of Student Engagement programming initiatives by supporting the other functional areas of Student Engagement as well as large-scale, campus-wide programs

Outstanding Benefits

Working at UB offers world-class benefits that exceed salary alone. There are personal rewards such as health and retirement plans, training opportunities and access to recreational resources. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. We focus on creating and sustaining a healthy mix of work, personal life, and academic pursuits to support work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

About Student Engagement

Student Engagement at the University at Buffalo is a dynamic office situated within the Division of Student Life that enhances learning and development by facilitating impactful opportunities that empower students to be contributors in a global society. Student Engagement provides programs and services that encourage and inspire involvement through integrative and intentional experiences.

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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](#).

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

- Bachelor's degree with a minimum of one year of experience working in higher education or student activities is required.
- Knowledge of student development
- The ability to work with diverse populations.
- Strong communication skills.
- Demonstrated ability to work on multiple tasks/projects is required.

Preferred Qualifications

- Master's degree in student affairs, higher education, counseling, leadership development, or a related discipline is desired.
- Strong presentation and communication skills
- Demonstrated ability to work collaboratively in a fast-paced, team setting and a proven commitment to fostering an inclusive learning environment for a large, diverse student body is preferred.

Contact Information

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

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Contact

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