

Academic Records and Scholarship Coordinator, School
of Law
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=220695>

Downloaded On: May. 13, 2024 6:48am

Posted Sep. 1, 2023, set to expire Aug. 4, 2024

Job Title	Academic Records and Scholarship Coordinator, School of Law
Department	Law School
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 1, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Admissions/Student Records/Registrar
Job Website	https://www.ubjobs.buffalo.edu/postings/44914
Apply By Email	
Job Description	

Position Summary

University at Buffalo [School of Law Records, Registration, & Financial Aid Office](#) invites applications for the position of **Academic Records Coordinator**. As the Academic Records Coordinator, you will serve as an integral member of the School of Law's administrative team and provide a number of services to law school students.

Duties include a broad range of administrative functions, including but not limited to:

- scholarship management
- coordinating/administering final exams

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- receipt and processing of related forms
- customer service
- coordination of law student concentrations
- working with student records and other processes related to our undergraduate Bachelor of Arts in Law

The Coordinator will also serve as the primary contact point for the School's Records Office and will work closely with the School of Law Admissions team to monitor, track and evaluate student scholarships. An important facet of the role is exercising discretion and maintaining confidentiality in carrying out responsibilities at all times. When applicable, the Coordinator will work with central financial aid and registration offices to aid in student inquiries.

Offering a JD with eight optional concentrations, three LLM degree programs, and dual degree options, the University at Buffalo School of Law has the distinction of being a part of a premier research-intensive public university, and is a member of the Association of American Universities. UB School of Law is the only law school in the State University of New York system, offering its 400+ JD students an interdisciplinary approach to legal education. The School's clinical and advocacy programs provide students with the skills needed to practice law in the most prominent law firms and public interest settings across the nation and around the world.

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](#).

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

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commitment, welcomes all to apply including veterans and individuals with disabilities.

Minimum Qualifications

- Bachelor's degree required with one (1) or more years of related experience required in a relevant setting.
- Strong project management and organizational skills, including ability to set priorities, manage simultaneous projects, and meet deadlines.
- Ability to take initiative with minimal supervision, work independently and seek guidance when appropriate.
- Ability to work and communicate, clearly and respectfully, with diverse populations including faculty, senior leadership, staff, and students.
- Strong commitment to customer service, diversity, and collaboration.
- Proficiency with the Microsoft Office suite of applications, and ability to quickly learn new systems.
- The office has a defined schedule and it is important for the candidate to have the ability to be in the office from 9:00-5:00pm.

Preferred Qualifications

- Experience working in a higher education institution.
- Familiarity with SUNY, SED, ABA, and/or New York Court of Appeals.

Contact Information

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

Contact

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