

Graduate Academic Coordinator, SEAS Office of
Academic Affairs
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=223903>

Downloaded On: May. 8, 2024 10:33pm

Posted Oct. 19, 2023, set to expire Aug. 4, 2024

Job Title	Graduate Academic Coordinator, SEAS Office of Academic Affairs
Department	SEAS Graduate Education
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 19, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Educational Services
Job Website	https://www.ubjobs.buffalo.edu/postings/45968
Apply By Email	
Job Description	

Position Summary

The Office of Academic Affairs in the School of Engineering and Applied Sciences (SEAS) seeks a student-focused **Graduate Academic Coordinator** to provide administrative support to the School's multidisciplinary graduate programs.

Responsibilities include:

- Provide academic support to students with respect to academic planning, program and degree completion requirements
- Aid students in interpreting academic rules and regulations, such as prerequisites or other

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course requirements

- Assist the Sr. Graduate Advisor in maintaining the class schedule, processing adjunct and extra service appointments, as well as providing students with information about course selection options
- Manage the academic advisement report in HUB and process course directives and student milestones where appropriate for graduating students
- Manage all student service-related events such as information sessions and department orientations
- Manage departmental inboxes, answering both programming and university-wide questions about the rules and regulations for both incoming and returning students
- Act as liaison to other departments, help direct students to appropriate resources as needed and work directly with faculty for the respective program
- Manage student information records

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

Minimum Qualifications

- Bachelor's Degree required and 2 years of experience working in higher education.
- Experience working with domestic and international students.

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- Applicants must be currently authorized to work in the United States on a full-time basis.

Preferred Qualifications

- Master's degree
- Experience in academic advisement or a related area.
- Knowledge of SIRI, HUB and Slate.

Contact Information

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

Contact

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