

Student Services Advisor, Undergraduate Education
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=224528>

Downloaded On: May. 8, 2024 10:13pm

Posted Oct. 26, 2023, set to expire Aug. 4, 2024

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| Job Title | Student Services Advisor, Undergraduate Education |
| Department | Dean of Undergraduate Education |
| Institution | University at Buffalo, The State University of New York Buffalo, New York |
| Date Posted | Oct. 26, 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/46137 |
| Apply By Email | |
| Job Description | |

Position Summary

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Undergraduate Education at the University at Buffalo seeks to hire an student services advisor to support transfer students recruited to participate in an evidence-based national model, CUNY ACE: Accelerate, Complete, Engage, proven to improve the success and graduation rates of students who participate. Eligible transfer students who participate will receive direct academic support from you and will receive a tuition gap waiver, textbook, and transportation stipends. In this role, you will provide a broad range of administrative and advising support functions. The incumbent will report to this program's Director and will be a member of an integrated team providing individual academic and personal support to help students achieve academic success and successfully navigate the university. Key accountabilities and responsibilities

- Delivers comprehensive advisement support services to an assigned group of students through degree completion including assisting students in the development of academic and personal skill-building tied to undergraduate student success (e.g. stress management, study skills, self-advocacy skills).
- Reviews student progress and tracks student use of academic support services.
- Conducts regular outreach to faculty and other university staff as needed to support student success and provides appropriate, accurate and timely referrals to campus and community resources, as needed.
- Maintains accurate tracking data and notes for each assigned student, recommending appropriate referrals.
- Maintains university-wide and college-specific knowledge of relevant policies, procedures, resources and services associated with student success, academic achievement and transfer student needs.
- Special assignments as determined by Director and Assistant Vice Provost for Undergraduate Education.

We invite individuals to apply whose perspectives and experiences will enrich and strengthen our organization. Undergraduate Education serves a diverse constituency of patrons, and our employees, services and policies strive to honor and reflect this diversity. We encourage candidates who thrive in a welcoming multicultural environment to apply.

The Office of the Dean of Undergraduate Education (DUE) encompasses university services and programs that shape, support, and enhance the undergraduate educational experience and includes the following units: Office of the Dean of Undergraduate Education (DUE), UB Curriculum: General Education (UBC), the University Honors College (Honors), the Experiential Learning Network (ELN) and the Exploratory and Pre-Professional Advising Center (EPAC). UGE provides critical university functions in management of undergraduate curriculum and related academic policies; supports the delivery of a broad and integrated 21st century general education program to all UB undergraduates;

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develops and delivers co-curricular programs, which enhance the undergraduate education experience; and provides enhanced undergraduate curriculum and services for university Honors scholars. For further information, please visit our website at: <https://undergrad.buffalo.edu/>

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 with at least two (2) years of professional work experience serving and supporting diverse student populations in an education, higher-education, or high school pre-collegiate/college preparatory program setting and competencies in the following areas:

- Strong interpersonal skills with the ability to build rapport with students and other stakeholders including student supporters, faculty and staff in other university departments.
- Fine-tuned communication skills, both written and verbal.
- Strong organizational and time management skills, including the ability to prioritize and meet deadlines.
- Strong technological/computer competence. Proficient with Microsoft Office, with knowledge of Outlook, Word, Power Point and Excel.

Preferred Qualifications

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- A Master's Degree in Higher Education, Student Personnel Administration or Counseling is preferred.
- Prior experience with advising (or closely related) experience in a college or university setting.
- Experience working with underrepresented students or contributing to projects/programs related to diversity, equity, and inclusion.

Contact Information

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

Contact

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