

Fellowships Advisor
University at Buffalo, The State University of New York

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Posted Feb. 5, 2024, set to expire Aug. 4, 2024

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| Job Title | Fellowships Advisor |
| Department | Office of Fellowships and Scholarships |
| Institution | University at Buffalo, The State University of New York Buffalo, New York |
| Date Posted | Feb. 5, 2024 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Professional Staff |
| Academic Field(s) | Student Services |
| Job Website | https://www.ubjobs.buffalo.edu/postings/47921 |
| Apply By Email | |
| Job Description | |

Position Summary

The University at Buffalo Office of Fellowships & Scholarships seeks to hire a student-focused Fellowships Advisor. The Fellowships Advisor is responsible for advising undergraduate and graduate students about nationally competitive fellowship opportunities. These external awards provide funding and recognition across a range of disciplines and interests.

The Fellowships Advisor will manage the application process and nominations for several prestigious award programs including the National Science Foundation Graduate Research Fellowship Program and the Goldwater Scholarship, as well as several internal awards including the SUNY ACT Award and the Meyerson Award.

A primary goal of this position is increasing awareness of prestigious fellowship opportunities and

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broadening the applicant pool. The Fellowships Advisor will partner with multiple stakeholders from across campus, including faculty and academic advisors, to identify qualified, competitive students and cultivate exceptional potential. The Fellowships Advisor will lead the Spark Program, a nine-week workshop series that offers select students the opportunity to learn about nationally competitive, merit-based fellowships and provides them with the tools to develop a competitive profile.

Key duties and responsibilities include:

- Meeting one-on-one with students to discuss nationally competitive fellowship opportunities, review qualifications and provide feedback on application materials.
- Updating the Office of Fellowships and Scholarships website and assessing award efforts with preparation of annual and periodic report data.
- Developing and delivering programs and presentations to enhance knowledge of the Office of Fellowships and Scholarships and nationally competitive awards.

The Office of Fellowships and Scholarships was established in in 2016 to provide leadership and expertise in the stewardship of internal and national award programs. Through recruitment and development programs the Office of Fellowships and Scholarships strives to increase the number, diversity, and quality of applicants and awardees at UB. The office provides key support for funded students and fosters community for internally funded fellows to enhance their educational experience.

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. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more 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](#).

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 and a minimum of at least two (2) years of professional work experience with competencies in the following areas:

- Exceptional interpersonal and communication skills (oral and written)
- Demonstrated experience delivering workshops and public presentations to a wide range of audiences.
- Demonstrated excellent planning, organizational, analytical, data management and reporting skills are essential.
- Strong working knowledge of MS office applications required including Word, Excel, and Access database administration and reporting.

Preferred Qualifications

- Master's degree.
- Higher Education experience
- Fellowship/scholarship program management.
- Student advisement experience.
- Website management experience.
- Experience with UB Information Systems (SIRI, HUB).

Contact Information

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

Contact

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