

**Student Support Coordinator**  
**University at Buffalo, The State University of New York**

Direct Link: <https://www.AcademicKeys.com/r?job=234065>

Downloaded On: May. 16, 2024 1:34am

Posted Apr. 3, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	Student Support Coordinator
<b>Department</b>	VP SL Dean of Students
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Apr. 3, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff Coordinator
<b>Academic Field(s)</b>	Student Services Counseling Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/49436">https://www.ubjobs.buffalo.edu/postings/49436</a>

**Apply By Email**

**Job Description**

### **Position Summary**

The [Division of Student Life](#) invites applications for the **Student Support Coordinator** role within the Student Support and Resources department. In this role, you will be responsible for the day-to-day management of students experiencing serious concerns, needs and emergencies. You will serve as the primary oversight for a large and diverse caseload. Responsibilities include collaborating with campus stakeholders to support the needs of students so they can be academically and personally successful.

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As Student Support Coordinator, your responsibilities include:

- Manage referrals, coordinate with campus partners, and advise staff, faculty, and parents. Referrals include instances of mental health challenges, students who are victims of crimes, hardship or accidents, welfare concerns, or medical emergencies.
- Provide significant administrative and logistical support to residential life professional staff and departmental leadership in the coordination of services to students in need.
- Facilitate outreach programming that increases the campus community's awareness of referral opportunities.
- May provide direct supervision to designated student/graduate level staff.
- Contribute to the mission and overall success of the Student Support and Resources area of the Dean of Students Office and the Residential Life area.

Our team recognizes the advantages diverse perspectives and backgrounds bring to the workplace. We are particularly interested in candidates who share this value and will work to achieve the university's goals of inclusive excellence.

### **Outstanding Benefits**

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](#).

### **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.

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**Minimum Qualifications**

- Master's degree or professional certification.
- Experience working (post-undergraduate) in education or closely related field.
- Demonstrated knowledge and understanding of student development and counseling theory.
- Excellent communication and interpersonal skills.
- Interest and competence in working with culturally diverse students.
- Ability to successfully manage multiple priorities and tasks.

**Preferred Qualifications**

- Master's degree in Social Work, Higher Education Administration, College Student Personnel, Counseling, or a related field is preferred.
- Experience with higher education behavioral intervention, counseling, social work, student conduct, or residence life is preferred.

**Contact Information**

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

**Contact**

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