

Assistant Director of Student Services
University at Buffalo, The State University of New York

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Posted Oct. 6, 2021, set to expire Feb. 5, 2022

Job Title	Assistant Director of Student Services
Department	School of Social Work
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 6, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Student Affairs
Job Website	https://www.ubjobs.buffalo.edu/postings/30968

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Job Description

Position Summary

The Assistant Director of Student Services is responsible for supporting student academic and professional development through leading the design, implementation, and continued assessment of comprehensive and multifaceted orientation programs for both online and on-campus students within the University at Buffalo School of Social Work. Additionally, this individual will develop programming aimed at preparing students for graduate-level academic work and post-graduate readiness.

In conjunction with other staff and faculty as appropriate:

Foster and support holistic student development from admission through graduation, which promotes supportive and engaged learning environments.

Manage the orientation of new students, including collaborating with the Director of Recruitment and Admissions and Academic Processes Coordinator on student pre-arrival contact and support related to streamlining the incoming new student experience.

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Develop, implement, and assess pre-orientation efforts (i.e. pre-orientation courses and communication) based on best practices in graduate education.

Identify, evaluate, and employ orientation best-practices, develop, implement, and assess program orientations hosted both on-campus and virtually.

Develop measures to assess student transitions and coordinate interventions if needed.

In coordination with Student Services staff, examine, develop and coordinate programming to strengthen new student transitions.

Accurately advise students regarding program information, procedures, academic requirements, and licensure/certification requirements that will ensure on-time graduation.

In coordination with Student Services staff, examine, develop and coordinate programming to ready students for post-graduation.

Assist with annual Commencement and Awards ceremonies.

About UB

The University at Buffalo is SUNY's most comprehensive public research university, and an outstanding place to work. UB amplifies ambition for faculty and staff by offering endless possibilities to achieve more. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. Dedicated staff and engaged faculty collaborate to further knowledge and understanding, and develop tenacious graduates who are valued for their talents and their impact on global society. 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

Masters degree in Higher Education Administration, Student Affairs, or related field.

Minimum 2 years professional experience in higher education in advising and/or student services related roles.

Demonstrated knowledge of student development theories, online learning, academic advising, and student retention strategies.

Excellent communication and presentation skills, excellent organizational skills, experience in developing online tools and materials.

Preferred Qualifications

3 years experience working with graduate, adult learners, and online students. Experience in orientation program development and/or online college teaching. Experience developing community



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among online students.

Contact Information

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

Contact