

Director of Transfer Program, Undergraduate Education
University at Buffalo, The State University of New York

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

Job Title	Director of Transfer Program, 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	Director/Manager
Academic Field(s)	Undergraduate Education
Job Website	https://www.ubjobs.buffalo.edu/postings/46134
Apply By Email	
Job Description	

Position Summary

Undergraduate Education at the University at Buffalo, seeks to hire a Program Director to launch and implement an evidence-based national model, CUNY ACE: Accelerate, Complete, and Engage, to support transfer students on our campus. This comprehensive academic support program is designed to help transfer students complete their academic journey to the bachelor's degree on time. The program provides intensive academic advisement, career development, tuition scholarships and textbook and transportation assistance. Reporting to the Assistant Vice Provost for Undergraduate Education, the Program Director will both help launch and provide general day-to-day oversight and successful delivery of this comprehensive program for eligible transfer students.

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Key accountabilities and responsibilities:

- Provide strategic leadership and management to successfully launch the program at the University at Buffalo.
- Annual budget development and appropriate stewardship of funds in alignment with unit goals and priorities.
- Develop and implement program policy and processes, to meet the program's mission, as well as develop the strategy to meet program enrollment/recruitment targets each semester.
- Represent the program on all relevant committees, within and outside the University, developing and maintaining relationships that create buy-in and allow the program to operate successfully as part of the University.
- Deliver accurate, courteous and professional academic advice to prospective and current UB transfer students in the program and provides timely follow-up.
- Recruit, hire and oversee program staff.
- Manage the development of processes to regularly and consistently enter, share and analyze engagement and outcomes data, both within the team and with leadership, to ensure successful progress toward student engagement and program academic performance benchmarks.
- Prepares semester and annual reports and analyses of projects, as required.

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; 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

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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

- A Master's Degree and a minimum of 1 year of work experience in a higher education context.
- Supervisory experience with ability to build productive teams, excellent written and verbal communication and facilitation skills.
- Strong interpersonal skills with the ability to build rapport with diverse constituents including: students, parents/families, faculty, staff and other stakeholders.
- Demonstrated successful project and/or program management experience.
- Strong technological/computer competence. Proficient with Microsoft Office, with knowledge of Outlook, Word, Power Point and Excel.

Preferred Qualifications

- A Master's Degree in higher education administration, student affairs, counseling or related field.
- At least 5 years progressively responsible experience in a higher education context.
- Experience providing academic advice to students

Contact Information



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Please reference Academickeys in your cover letter when
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Contact

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