

Associate Director of Indigenous Academic Engagement
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=250637>

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Posted Dec. 19, 2024, set to expire Aug. 4, 2025

Job Title	Associate Director of Indigenous Academic Engagement
Department	Indigenous Studies
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 19, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Teaching & Learning Student Affairs
Job Website	https://www.ubjobs.buffalo.edu/postings/54799
Apply By Email	
Job Description	

Position Summary

The [Department of Indigenous Studies Program](#) in the [College of Arts and Sciences](#) at the University at Buffalo is inviting applications for a senior administrator to serve as Associate Director of Indigenous Academic Engagement. This individual will work with Indigenous Studies leadership and staff to provide ongoing assistance and support to current, incoming, and prospective Indigenous students (on a professional and experiential basis) at both the undergraduate and graduate levels.

The successful candidate will provide academic, practical, and culturally appropriate advising, as well as specialized recruitment support and advocacy. This individual will be responsible for meeting with

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prospective Indigenous students who are considering attending UB; and facilitating access to university support services for admissions, financial aid, academic advising, career counseling, and new student orientation (to meet the needs of the Indigenous student population).

In this role you will aid in problem solving to help students meet their education goals, converse with faculty as needed, and assist in providing intervention and support for Indigenous students who are experiencing challenges (cultural, personal, financial) that may impact academic performance, including helping students access appropriate community services/resources.

Key responsibilities include but are not limited to:

- Analyze student circumstances and match specified Indigenous students to tailored intervention activities including meeting with students to clarify their needs, challenges, circumstances, and structure a plan for success
- Through assessment and intervention, provide one-on-one assistance when academic difficulties and issues arise related to academic matters or adjustment to university, and advocate on student's behalf where appropriate
- Organize, and when necessary lead, programming that will provide academic support for Indigenous students from a holistic perspective including facilitating training, developing peer mentoring networks, study groups, wellness activities, professional development opportunities, motivation and student empowerment workshops, time management coaching, university transition support, and stress management support
- Liaise with the Higher Education departments of tribal nations and with regional schools serving Indigenous students.
- Provide assistance, especially administrative, in the development of curriculum and degree programs for the Department of Indigenous studies
- Serve as an ambassador at all relevant public events for the Indigenous Studies Department

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](#).

About The University at Buffalo

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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 Bachelor's degree, in a related field with three years of experience training, interviewing and advising students. Consideration may be given to an equivalent combination of education and experience.
- A demonstrated connection with a living Indigenous community and other Indigenous networks
- An understanding of the need to take a holistic approach to the academic advising of Indigenous students
- An extensive understanding of the various student services available at the University
- Understanding of the issues and concerns facing undergraduate and graduate Indigenous students and an appreciation for the value of a liberal arts and science education
- Proficiency with word-processing, spreadsheet and database applications (e.g., Microsoft Word, Excel, Outlook) and aptitude for computer-based information systems and internet-based tools; and ability to master new technological developments and computer programs as they are implemented

Preferred Qualifications

- Master's degree strongly preferred
- Thorough knowledge of CAS academic regulations, degree programs, degree requirements, and policies and procedures for transfer credits and appropriate authorizations/ letters of permission
- Familiarity with HUB and UB Learns is an asset
- Excellent interpersonal and communications skills (both verbal and written) to explain regulations and complex procedures to students and faculty, staff, and upper administration, to answer

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concerns accurately and with empathy, and to deal in a professional manner with a wide variety of individuals

- Excellent understanding and comfort level working with Indigenous students, communities, and organizations
- Has served in a liaison capacity between a tribal agency and a state agency

Contact Information

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

Contact