

Assistant Director, Orientation Transition & Parent
Programs
University at Buffalo, The State University of New York

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Posted Dec. 23, 2024, set to expire Aug. 4, 2025

Job Title	Assistant Director, Orientation Transition & Parent Programs
Department	Orientation, Transition and Parent Programs
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 23, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Student Affairs Enrollment Management/Registrar
Job Website	https://www.ubjobs.buffalo.edu/postings/54882

Apply By Email

Job Description

The [Division of Student Life](#) invites applications for the **Assistant Director** position within Orientation, Transition and Parent Programs (OTPP). As Assistant Director, you are a key member of the department's leadership team responsible for planning, coordinating, implementing, evaluating, and enhancing "New to UB" programs and initiatives designed to help incoming undergraduate students transition successfully to the University at Buffalo.

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Your primary responsibility is coordinating the planning and implementation of New to UB student initiatives, including orientation programs, UB Welcome experiences, and Year One support.

Additional responsibilities include:

- Serving on the leadership team to support the development, implementation, evaluation, and improvement of the New to UB experience.
- Supervising staff
- Providing general OTPP management, administration, and support.

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 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

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.

Contact Information

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

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Contact

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