

Associate Dean of Undergraduate Education and
Undergraduate Research and Scholarship
University at Buffalo, The State University of New York

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Posted Jan. 9, 2025, set to expire Aug. 4, 2025

Job Title	Associate Dean of Undergraduate Education and Undergraduate Research and Scholarship
Department	Undergraduate Education
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 9, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Dean
Academic Field(s)	Research
Job Website	https://www.ubjobs.buffalo.edu/postings/55147
Apply By Email	
Job Description	

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The Dean of [Undergraduate Education](#) is pleased to announce a search for an **Associate Dean of Undergraduate Education and Undergraduate Research and Scholarship**. As a research-intensive, flagship university, one of the most transformative experiences we can provide to our undergraduate students is faculty mentored research and scholarship, in all of its forms. The Associate Dean of Undergraduate Education and Undergraduate Research and Scholarship will develop an overarching vision and strategic plan to grow undergraduate research at UB, broadening and deepening opportunities for undergraduate students to engage with research, scholarship, and related experiential activities in academic disciplines across the university. The Associate Dean works closely with the Dean of Undergraduate Education and serves on the Undergraduate Education leadership team.

Key Duties and Responsibilities:

- The Associate Dean will articulate and execute a vision and provide strategic leadership for growing undergraduate research and creative activities at UB, connecting students with research opportunities and seeking to grow those opportunities through internal and external outreach.
- The Associate Dean will work proactively to enhance inclusive activities that attract and support all UB students to engage in research.
- The Associate Dean will cultivate robust engagement with diverse faculty from across campus, and actively collaborate with other units in Undergraduate Education, Academic Affairs, Vice President for Research Office, Student Life, and across UB to further undergraduate student engagement in research and creative activities.
- The Associate Dean will work with units and faculty partners across campus to identify and pursue external opportunities focus on undergraduate research; and lead outreach to and support faculty in including undergraduate research in their proposals, research, and scholarship efforts.
- The Associate Dean is a member of the Undergraduate Education leadership team and will work closely with the Dean of Undergraduate Education and other UGE leadership in support of undergraduate education broadly.
- The Associate Dean supervises the Director of the Experiential Learning Network, which houses UB's existing Project Portal platform and model of mentored research engagement.
- The Associate Dean will participate in budget development and oversight with the ELN Director and Dean of Undergraduate Education, Academic Affairs and Office of the Provost staff and oversee regular assessment and continuous improvement of ELN operations and academic mission.

Undergraduate Education provides critical university functions in management of undergraduate

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curriculum and related academic policies; supports the delivery of a broad and integrated 21st century general education 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. The Office of Undergraduate Education 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, UB Curriculum: General Education, the University Honors College, the Center for Excellence in Writing, and the Experiential Learning Network.

Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

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.

Contact