

Associate Dean of Undergraduate Education and
Undergraduate Research and Scholarship
University at Buffalo

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Posted Mar. 11, 2025, set to expire Jul. 9, 2025

Job Title	Associate Dean of Undergraduate Education and Undergraduate Research and Scholarship
Department	Undergraduate Education
Institution	University at Buffalo Buffalo, New York
Date Posted	Mar. 11, 2025
Application Deadline	01/08/2026
Position Start Date	Available immediately
Job Categories	Associate/Assistant Dean
Academic Field(s)	Undergraduate Education Research
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Job Description

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Associate Dean of Undergraduate Education and Undergraduate Research and Scholarship

Position Information

Position Title: Associate Dean of Undergraduate Education and Undergraduate Research and Scholarship

Department: Undergraduate Education

Posting Link:

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<https://www.ubjobs.buffalo.edu/postings/54941>

Posting Detail Information

Position Summary

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 UBs existing Project Portal platform and model of mentored research engagement.
- The Associate Dean will participate in budget development and oversight with the ELN Director

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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 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.

Minimum Qualifications

Applicants must hold a Ph.D or equivalent terminal degree within their academic discipline and be a current Tenured faculty member in an academic department at UB and have competencies in the following areas:

- Excellent interpersonal and communication skills.
- The ability to work effectively with academic leadership, faculty, and staff to advance the mission of Undergraduate Education with respect to undergraduate research and creative activity, and as it relates to UBs mission to become a top 25 public research university.
- The demonstrated ability to work as a member of a collaborative team. The demonstrated ability to listen and build consensus. The ability to promote innovation and manage change.

Preferred Qualifications

Preference given to those who have had substantive and successful experience as an administrator,

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such as those who have served as a department chair or held other significant administrative roles.

Job Type

Part-Time

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Kelley Bergman-Young

Contact's Pronouns:

Contact's Title:

Contact's Email: kyoung3@buffalo.edu

Contact's Phone: 716-645-8989

Posting Dates

Posted: 01/08/2025

Deadline for Applicants: Open Until Filled

Date to be filled: 08/01/2025

Contact Information

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

Contact

N/A

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