

Associate Director Human Resources
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=261949>

Downloaded On: Sep. 3, 2025 6:10pm

Posted Sep. 2, 2025, set to expire Aug. 4, 2026

Job Title Associate Director Human Resources
Department Student Life
Institution University at Buffalo
Buffalo, New York

Date Posted Sep. 2, 2025

Application Deadline 08/29/2026

Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Student Affairs
Human Resources

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Job Description

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Associate Director Human Resources

Position Information

Position Title: Associate Director Human Resources

Department: Student Life

Posting Link: <https://www.ubjobs.buffalo.edu/postings/58681>

Job Type: Full-Time

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Posting Detail Information

Position Summary

The Associate Director of Human Resources will serve a pivotal role in the Division of Student Life to support core human resources functions, increasing employee engagement, providing leadership, and building operational excellence. In this role, the Associate Director will work to uphold Student Life's mission and vision, and to achieve our objectives around talent management, divisional workforce planning, strategic diversity, equity, inclusion and social justice initiatives, employee engagement and retention.

Your duties and responsibilities will include:

- Contributing to the development of strategic human resources and DEIJ priorities for the division
- Performance management and employee relations
- Administering human resources policies and programs in accordance with divisional, UB, SUNY and NYS guidelines and regulations
- Serving as a subject matter expert to provide general support for human resource matters related to employee growth and professional development
- Supervision and departmental operations

About Student Life

Student Life is dedicated to creating a student-centered environment that fosters engagement, well-being, and success. Guided by four strategic priorities—student engagement, health and wellness, personalized support, and advancing diversity, equity, inclusion, and justice—we provide transformative experiences that empower students to grow, lead, and thrive. As a member of Student Life, you'll join a team of passionate professionals united by shared values and a commitment to student success. We think big, act boldly, and pursue excellence with purpose. Together, we build inclusive communities, champion discovery, and celebrate the achievements that shape the UB experience.

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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 the great [benefits](#) the University at Buffalo has to offer.

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of Americas 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 [University at Buffalo](#).

The university seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the diverse people of Buffalo, to maintain the excellence of the university and to offer our students richly varied disciplines, perspectives and ways of knowing and learning.

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

- Bachelors degree and 3 years of progressive work experience in the human resources field; or an equivalent combination of education and applicable experience
- Strong interpersonal communication skills with ability to communicate effectively and respectfully with diverse populations
- Highly organized with the ability to take ownership of projects and manage competing priorities within expected deadlines
- Proficiency in using Microsoft Office

Preferred Qualifications

- Masters degree in related field
- Demonstrated understanding of EEO, diversity, equity, inclusion, and social justice principles

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- HR experience working in a union environment
- Human Resources certification (i.e., PHR, SHRM-CP)

Physical Demands

Salary Range

Competitive/Commensurate with experience

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Kristin Harte

Contact's Pronouns:

Contact's Title: Senior Staff Assistant

Contact's Email: kkohl2@buffalo.edu

Contact's Phone: 716-645-2803

Posting Dates

Posted: 08/29/2025

Deadline for Applicants:

Date to be filled: 11/06/2025

Contact Information

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

Contact

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