

Director of Transfer Student Academic Experience,
Undergraduate Education Office
University at Buffalo

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Downloaded On: Oct. 10, 2025 5:34am

Posted Oct. 9, 2025, set to expire Nov. 6, 2025

Job Title	Director of Transfer Student Academic Experience, Undergraduate Education Office
Department	Undergraduate Education Office
Institution	University at Buffalo Buffalo, New York
Date Posted	Oct. 9, 2025
Application Deadline	11/06/2025
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Undergraduate Education Student Affairs
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Director of Transfer Student Academic Experience, Undergraduate Education Office

Position Information

Position Title: Director of Transfer Student Academic Experience, Undergraduate Education Office

Department: Undergraduate Education Office

Posting Link: <https://www.ubjobs.buffalo.edu/postings/59502>

Job Type:

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Full-Time

Posting Detail Information

Position Summary

The University at Buffalo (UB) [Office of the Vice Provost and Dean of Undergraduate Education](#) seeks to hire a **Director of Transfer Student Academic Experience**, for undergraduate education, to guide the university-wide strategy, policy, and operations that support a smooth and equitable academic transition for transfer students to the University. This position will direct the UB TrACE program and will lead curricular efforts including credit articulation and articulation agreements. Serving as the campus lead for transfer student academic experience, the Director will provide faculty and staff training and engage in cross-campus collaboration to ensure transfer students can academically transition and thrive at UB.

Key accountabilities and responsibilities:

- Provide guidance on curriculum development as it pertains to transfer students.
- Transfer and Prior Learning policy leadership & implementation.
- Credit articulation and SUNY transfer liaison.
- Transfer pathway and articulation agreement oversight.
- Faculty and staff training.
- Transfer advising leadership.
- Direct the TrACE Program.
- Campus collaboration and student support.
- Data and reporting related to transfer students/functions.

We invite individuals to apply whose perspectives and experiences will enrich and strengthen our organization. The Undergraduate Education department serves an increasingly diverse constituency of patrons, and our employees, services and policies strive to honor and reflect this diversity. We encourage candidates who thrive in a welcoming multicultural environment to apply.

The Office of the Vice Provost and Dean of Undergraduate Education (VPUE) encompasses university services and programs that shape, support, and enhance the undergraduate educational experience and includes the following units: Office of the Vice Provost and Dean of Undergraduate Education (VPUE

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), UB Curriculum: General Education (UBC), the University Honors College (Honors), the Experiential Learning Network (ELN) and the Exploratory and Pre-Professional Advising Center (EPAC). UGE 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 program 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. For further information, please visit our [Undergraduate Education](#) website.

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

- A Masters Degree and a minimum of 1 year of work experience in a higher education context.
- Supervisory experience with ability to build productive teams, excellent written and verbal communication and facilitation skills.
- Strong interpersonal skills with the ability to build rapport with diverse constituents including: students, parents/families, faculty, staff and other stakeholders.
- Demonstrated successful project and/or program management experience.
- Strong technological/computer competence. Proficient with Microsoft Office, with knowledge of Outlook, Word, Power Point and Excel.

Preferred Qualifications

- Masters Degree in higher education administration, student affairs, counseling or related field.
- At least 5 years progressively responsible experience in a higher education context.
- Experience providing academic advice to students and/or experience with undergraduate academic programs, general education, curriculum development and assessment.

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Physical Demands

Salary Range

Competitive

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: Staff Assistant

Contact's Email: kyoung3@buffalo.edu

Contact's Phone: 716-645-8989

Posting Dates

Posted: 10/08/2025

Deadline for Applicants:

Date to be filled: 12/15/2025

Contact Information

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

Contact

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N/A

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