

Student Engagement Coordinator, SPPS
University at Buffalo, The State University of New York

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Posted Jan. 19, 2023, set to expire Aug. 4, 2023

Job Title	Student Engagement Coordinator, SPPS
Department	School of Pharmacy and Pharmaceutical Sciences
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 19, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Pharmacy - General
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Job Description	

Position Summary

The University at Buffalo (UB) School of Pharmacy and Pharmaceutical Sciences (SPPS) [Office of Student, Professional and Community Affairs](#) is seeking a **Student Success Program Coordinator** to deliver student services, program initiatives and events to support student success and retention for SPPS.

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This position offers an exciting opportunity to be a key contributor to a robust pharmacy education program. The Student Success Program Coordinator will work closely with the Assistant Director for Students Affairs, Office of Student, Professional & Community Affairs, Office of Admissions and Advisement and Office of External Relations to provide administrative support and collaboration to achieve the retention goals and fulfill the mission of the school. Specific responsibilities will include utilizing best practices and student development theory to support student success and career exploration.

Responsibilities Include:

- Support of student success, engagement and retention through development and implementation of Learning Communities and Pods; assist with coordination of community service curricular requirements and support of student organizations.
- Collaborate and assist Assistant Director of Student Affairs in implementing professional development and outreach programs and support and maintain web content for student resources and engagement.
- Provide student advisement and assist with early intervention referral and case management system for student wellness and academic intervention.
- Provide general administrative support for student services offices, programs and events.
- Oversee and manage credentialing and training verifications.

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. Visit our benefits website to learn 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.

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Minimum Qualifications

- Bachelors degree with 1 year of experience
- Proficient in Microsoft Office: Word, Excel, Outlook, Power Point
- Excellent verbal, written communication, and organizational skills
- Good judgement and discretion with confidential materials
- Ability to develop and maintain collaborative relationships with SPPS, UB and external partners
- Ability to handle multiple priorities and work independently and as an effective team member
- Demonstrated ability to implement a retention effort

Preferred Qualifications

- Master's degree in Student Affairs or related field
- Previous experience in a pharmacy school or other health related field

Contact Information

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

Contact