

Student Life Program Coordinator, School of Law
University at Buffalo, The State University of New York

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Posted Feb. 7, 2024, set to expire Aug. 4, 2024

Job Title	Student Life Program Coordinator, School of Law
Department	Law School
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Feb. 7, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Law - General
Job Website	https://www.ubjobs.buffalo.edu/postings/47986
Apply By Email	
Job Description	

Position Summary

The University at Buffalo [School of Law](#) (UB Law) invites applications for the position of Student Life Program Coordinator. The Student Life Program Coordinator (SLPC) will join the team in the law school's Office of Student Affairs and work with the Vice Dean and Associate Dean. Supporting robust student life offerings that foster a vibrant, positive, and welcoming community at UB Law. Under the direction of the Vice Dean and Associate Dean for Student Affairs.

The SLPC will be responsible for:

- Collaborating with the Student Life team and other law school members to design and run in-person and online student life events and encourage a sense of community between peers,

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faculty, and staff.

- Supporting an array of student organizations, events, and student life initiatives.
- Maintaining professional relationships and respect confidential student and law school information is critical to this role.
- Showing an aptitude for working with diverse populations in an inclusive environment.

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 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.

Minimum Qualifications

- Associates degree with 2 years' experience or bachelor's degree. Equivalent combination of education and/or experience may be substituted for the degree.
- Strong customer service focus and professionalism.
- Excellent written and verbal communications skills, including the ability to prioritize, manage simultaneous projects, meet deadlines, and take initiative.
- Must be comfortable working with Microsoft applications and be able to learn additional software as needed.

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- Higher Education or Law related experience required.

Contact Information

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

Contact

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