

Pre Collegiate Outreach Specialist
University at Buffalo, The State University of New York

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Job Title	Pre Collegiate Outreach Specialist
Department	Office of University Preparatory Programs
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 5, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Curriculum/Instruction Childhood/Youth Education
Job Website	http://www.ubjobs.buffalo.edu/postings/22832

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Job Description

Responsible for collaborating with program staff to manage direct services pertaining to students in grades 5th through 12th. Incumbent will assist with planning, coordinating and implementation of project programming and activities for students and parents. Handle the initial intake and dissemination of information for new LPP students. Help establish and facilitate partner relationships and UB LPP partner agreements. Manage LPP student enrollment and recruitment. This position will require independent judgment with minimum supervision.

Minimum Qualifications

Bachelors' Degree in education related field. Minimum two years experience working with underrepresented populations and/or after-school programs. Experience with lesson planning, classroom management, and use of data in practice. Strong communication and diplomatic skills.

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Preferred Qualifications

Master's degree with minimum three years experience working with underrepresented populations and/or after school programs. Experience with curriculum design.

About UB

The University at Buffalo is SUNY's most comprehensive public research university, and an outstanding place to work. UB amplifies ambition for faculty and staff by offering endless possibilities to achieve more. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. Dedicated staff and engaged faculty collaborate to further knowledge and understanding, and develop tenacious graduates who are valued for their talents and their impact on global society.

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Contact Information

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

Contact