Project Coordinator, Business Reporting and Systems
University at Buffalo, The State University of New York

Job Title	Project Coordinator, Business Reporting and Systems
Department	Business Reporting and Systems
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 19, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/45309
Apply By Email	
Job Description	

Position Summary

The **Business Reporting and Systems** unit within Business Services at the University at Buffalo, is looking to hire a **Project Coordinator** to organize and communicate project plans with project sponsors, teams and stakeholders.

In this role your key functions will include:

- Serve as project management methodology subject matter expert and trusted advisor for project sponsors
- Recommend project management methodology and best practices to align with project

requirements
- Develop and maintain a project management template and resource library
- Engage project stakeholders
- Communicate with project stakeholders
- Prepare and maintain project documentation
- Leverage project tracking tools to monitor progress
- Coordinate and facilitate project meetings, including kick-off meetings, status meetings, working sessions, and lessons learned retrospectives
- Apply lessons learned to enhance and improve future projects

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) 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

- Bachelor's degree with 2 years of experience
- Experience in project planning
- Strong organizational and time management skills
- Excellent communication and team-work skills

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Contact Information

Contact

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