

Administrative Operations Coordinator, Learning Sciences
Institute
University at Buffalo, The State University of New York

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Posted Nov. 30, 2023, set to expire Aug. 4, 2024

Job Title	Administrative Operations Coordinator, Learning Sciences Institute
Department	Learning Sciences Institute
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 30, 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/46761

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Job Description

The University at Buffalo (UB), State University of New York seeks to hire an **Administrative Operations Coordinator** at .60 FTE for the **University at Buffalo [Institute for the Learning Sciences](#)**. This institute supports research in the learning sciences through academic programming, grants and research projects, and community engagement.

The position will report to the Institute's director and will be responsible for coordination and administrative support including project management for grants submission, event planning and report and communications preparation.

Responsibilities will include but not limited to:

- Administrative support for institute director, including scheduling, support with travel and expense

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management, and report preparation.

- Develop and maintain project plans for grant submissions, events such as talk series, etc. including coordinating project timelines, milestones, and deliverables to ensure on-time completion.
- Communicate with internal and external stakeholders on institute priorities, including communication with audiences on campus and in the community. Support response to external inquiries, reports, and communication with core faculty.

The term for the position is one year, extensible based on performance and availability of funding. Candidates with expertise in education or learning research, community engagement, or faculty support are especially invited to apply.

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](https://www.buffalo.edu).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Contact Information

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

Contact

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