Service Coordinator, Systems Software
University at Buffalo, The State University of New York

Job Title	Service Coordinator, Systems Software
Department	Enterprise Infrastructure Services
Institution	University at Buffalo, The State University of New York
	Buffalo, New York
Date Posted	Jan. 11, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
	Professional Staff
Academic Field(s)	Information Technology
Job Website	https://www.ubjobs.buffalo.edu/postings/47489
Apply By Email	
Job Description	

Position Summary

The University at Buffalo, **Enterprise Infrastructure Services** department (EIS) is looking for a Service Coordinator for Systems Software. The Service Coordinator position entails overseeing service teams dedicated to assisting the office of the Vice President and Chief Information Officer. The primary objective is to optimize computing and information technology to efficiently achieve the University's research, instructional, and public service objectives. Responsibilities encompass managing team activities to ensure smooth support for diverse University functions reliant on technology for their operations and objectives.

Duties and Responsibilities:

- IT Service Team Management
- Process and Project Management
- Consultation
- Operational Assessment

About UBIT: It is a great time to join **UB Information Technology (UBIT)**! Our staff are highly skilled and motivated to succeed and have cutting-edge training and technical resources at their disposal. For more information about UBIT visit our **website**. All duties and responsibilities occur in a 24×7 environment, necessitating occasional extended hours, holidays, or varied hours.

Outstanding Benefits:
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

- Bachelor's degree and five (5) years of technical experience in the computer field, including project management or Master's degree and three (3) years of technical experience in the computer field, including project management.
- Applicants must be authorized to work in the United States on a full-time basis. We are unable to sponsor or take over sponsorship of an employment Visa at this time.

Preferred Qualifications

- A degree in a technical field.
- Experience in IT service oversight, technical or staff leadership, informal or formal project management.
- More than ten (10) years of technical experience in the computer field

Contact Information

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

Contact

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