

Procurement and Facilities Coordinator
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=230923>

Downloaded On: May. 9, 2024 5:42am

Posted Feb. 16, 2024, set to expire Aug. 4, 2024

Job Title	Procurement and Facilities Coordinator
Department	Computer Science and Engineering
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Feb. 16, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Facilities/Maintenance/Transportation
Job Website	https://www.ubjobs.buffalo.edu/postings/48168
Apply By Email	
Job Description	

Position Summary

The Department of [Computer Science & Engineering](#) (CSE) is seeking to hire a **Procurement and Facilities Coordinator**. This position is responsible for all facilities and purchasing related aspects for the department. The ideal candidate will have some administrative experience and be team-oriented yet able to work independently. This position requires flexibility, efficiency, and attention to detail. CSE is a large and dynamic environment; we seek someone with experience working with diverse populations.

Responsibilities include:

- Facilities administration and planning including departmental space rehabs and interior

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design

- Purchasing and procurement
- Departmental space occupancy management.
- Reporting regarding space and procurement
- Administrative tasks to support department operations

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](#).

As an Equal Opportunity / Affirmative Action employer, the University at Buffalo 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.

Minimum Qualifications

- Bachelor's degree and 1 year administrative experience, or a combination of education and experience as an equivalent.

Contact Information

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

Contact

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