

Community Outreach & Engagement Specialist
University at Buffalo, The State University of New York

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Posted Mar. 26, 2024, set to expire Aug. 4, 2024

Job Title	Community Outreach & Engagement Specialist
Department	GSE Outreach and Community Engagement
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Mar. 26, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/49313
Apply By Email	
Job Description	

Position Summary

The [Graduate School of Education](#) at the [University of Buffalo](#) is seeking a **Community Outreach & Engagement Support Specialist** to support the center for Outreach and Community Engagement. In this position, you will report directly to the Assistant Dean for Community Relations and provide center and budget support for all initiatives that fall under GSE's Center for Outreach and Community Engagement.

Duties will include but are not limited to:

- Assist with the centers budget development and monitoring.
- Manage daily operations of the office (e.g., responding to correspondence and phone inquiries,

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and reporting, creating, and managing timesheets, ordering supplies, maintaining accurate records and contact database).

- Supervise student employees assigned to the center, this can include Graduate Assistants, Work-Study students and Student Assistants.
- Collect all VISA and immigration documents related to student employees. Provide required documents to the center Business Liaison to ensure timely process of appointments.
- Provide support for community facing programs.
- Work under the direction of the Assistant Dean of Community Relations to strengthen partnerships and grow community-based programming in UB GSE.
- Maintain accurate electronic file system for all personnel documents, including appropriate storage of sensitive and category 1 data.
- Ensure compliance with applicable laws, union agreements, SUNY policy and other university policies.
- Maintain various databases such as attendees at Office of Community Engagement and Outreach events and programs to create a GSEwide partner list and community org list.
- Handle sensitive data according to provisions set forth in any data sharing partner agreements.
- Schedule interviews, onboard tutors, send offer letters, manage fingerprinting and onboarding paperwork.
- Provide administrative support to Assistant Dean setting calendar, scheduling meetings, and providing initial outreach to community entities.
- Serve as an ambassador of UB GSE Office of Community Engagement and Outreach in the greater WNY community to establish meaningful connection with organizations in the community at large.

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

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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 one year of experience. A combination of education and experience can be considered in lieu of the degree or experience requirement.

Preferred Qualifications

- Bachelor's or higher degree with 2 years of experience
- Five years experience in SUNY procedures related to academic department support

Contact Information

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

Contact

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