

**Program and Operations Administrator**  
**University at Buffalo, The State University of New York**

Direct Link: <https://www.AcademicKeys.com/r?job=234769>

Downloaded On: May. 16, 2024 9:43am

Posted Apr. 16, 2024, set to expire Aug. 16, 2024

<b>Job Title</b>	Program and Operations Administrator
<b>Department</b>	The Center for K-12 Black History & Racial Literacy Educ
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Apr. 16, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/49633">https://www.ubjobs.buffalo.edu/postings/49633</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### **Position Summary**

The [Graduate School of Education](#) at the University of Buffalo is seeking a **Program and Operations Administrator** to support [The Center for Literacy and Reading Instruction](#) and [The Center for K-12 Black History and Racial Literacy Education](#). As a **Program and Operations Administrator**, you will report directly to the Directors in both centers and provide operations and budget support for all initiatives that fall under each center in the Graduate School of Education.

### **Duties will include but are not limited to:**

- Manage daily operations of both centers (e.g., responding to correspondence and phone

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- inquiries, budget processing and reporting, creating and managing timesheets, ordering supplies, maintaining accurate records and contact database, supervising work study students, answering parent/family, school districts, teachers, and community inquiries in person and electronically).
- Collaborate with GSE's Communication and Marketing team to assist with editing and drafting CLaRI's and Center for K-12 materials such as print and electronic materials to ensure consistency across all GSE departments and centers.
  - Assist with maintaining CLaRI and the Center for K-12 Black history website.
  - Collaborate with GSE's office of Communications and Marketing team to ensure updating of information and resources is consistent across all GSE departments and centers.
  - Oversee event registration and payment. This also involves leading all social media efforts, such as X (formerly Twitter), YouTube, Facebook, LinkedIn, Instagram, and Slideshare.
  - Assist in planning, publicizing, and implementing both center events such as webinars, colloquia, or conference-related events, both in person and virtually. Assist with technologies for virtual events.
  - Maintain various databases such as attendees at both CLaRI and Center for K-12 Black history events, child and families receiving services; UB clinicians and tutors, attendees at in-person and virtual events, and materials.
  - Handle sensitive data pertaining to child school records or assessments and family information.
  - Schedule meetings, onboard tutors, send offer letters, manage fingerprinting and onboarding paperwork.
  - Communicate/coordinate with school/district partners to coordinate research-practice partnerships (e.g., professional development, tutoring programming).
  - Be able to work with and coordinate with the events and business managers for special events pertaining to both centers.

A background check is required for this position. This position may require some evening/flexible hours on Tuesdays and Thursdays during tutoring sessions in the spring semesters. This position will require working one weekend during the K-12 Black History Conference typically held in July.

### **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 the great [benefits](#) the University at Buffalo has to offer.

### **About The University at Buffalo**

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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.AcademicKeys.com/r?job=234769).

*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**

- Associate degree with 2 years of experience **or** bachelor's degree with 1 year of experience.

### **Preferred Qualifications**

- Two to three years of administrative experience. Excellent oral, written, and interpersonal skills required.
- Shows the ability to manage competing priorities and demonstrate commitment to learning new skills when needed.
- Experience with social media and virtual conferencing platforms strongly preferred.
- Proficient with MS Office Suite, Google Drive, and other cloud sharing programs.

### **Physical Demands**

May have to help receive and move boxes of t-shirts and other Center related apparel. Additionally, there may be some physical demands to move tables, chairs, food, and other items needed for the Center related events such as conferences and in-person events.

### **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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