

Assistant Director/Data Manager
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=115438>

Downloaded On: Jun. 17, 2019 7:14pm

Posted Nov. 7, 2018, set to expire Jun. 22, 2019

Job Title	Assistant Director/Data Manager
Department	Office of University Preparatory Programs
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 7, 2018
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Student Services
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Job Description	

Position Summary

Provide academic, personal, college and career counseling to middle and high school students. Experience working with under-represented, at-risk students. The candidate must have experience developing a strategic plan for service delivery and grant writing experience, preferably in educational settings. Oversees direct services to students during the summer and academic year, as well as, arrange and coordinate field experiences. Coordinates partner organizations services to Liberty Partnerships participants and parents. Supervise Pre-Collegiate Outreach Specialist(s), volunteers, graduate assistants, mentors, and college work-study students. Assists with day to day coordination and implementation of project activities so project goals and objectives are met. Responsible for participation in the writing of the required grants, annual reports and supervision of project support staff. Have experience with data collection and analysis. Reports directly to the Project Director. Perform other duties as deemed necessary by the Project Director.



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Minimum Qualifications

Bachelor's Degree as outlined in the 2018-2019 grant proposal. Experience teaching or providing academic and/or personal counseling to middle school and high school students. Knowledge of and/or experience serving target population, working with under-represented, at-risk students. The candidate should also have experience with strategic planning and grant writing.

Preferred Qualifications

Master's Degree preferred.

Physical Demands

n/a

Salary Range \$42,432

Work Hours

9:00 am – 5:00 pm

Monday -Friday

Some Saturdays as Necessary

FTE 1.00

Campus South Campus

Special Instructions to Applicants

Close Date External Closing Date 11/06/2019

Open Until Filled No

Contact Information

Contact's Name Arsender Brown

Contact's Title Budget & Personnel Coordinator

Contact's Email arsbrown@buffalo.edu

Contact's Phone 716-829-2059

Contact Information

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

Please see the job description for contact details pertaining to this university job announcement.