

**Events Coordinator**  
**University at Buffalo, The State University of New York**

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Posted Mar. 6, 2019, expired Jul. 6, 2019

<b>Job Title</b>	Events Coordinator
<b>Department</b>	Business and Entrepreneur Partnerships
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Mar. 6, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Graphic Design/Marketing Communications/Public Relations
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**Job Description**

UB's Business & Entrepreneur Partnerships (BEP) wants you to join our team. We are looking for a highly motivated individual to assist with event coordination from start to finish. You will be working in the dynamic world of startups and entrepreneurship, where quick thinking and problem solving are key. The ideal candidate will have experience working on small (15-20) to large (200+ attendee) events, including but not limited to seminars, trade shows, lectures and conferences. The candidate will work closely with the BEP marketing team to touch all aspects of an event from promotion to logistics. Events may take place on or off any of UB's three campuses, with occasional events taking place on evenings or weekends. You will also assist with the coordination of logistics for events in NYS or at national tradeshow.

The ideal candidate will be reliable, motivated, efficient, outcome-driven, and thrive in a fast-paced environment.

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The Events Coordinator reports to the Director, Marketing and Communications in BEP, which is part of the Office of Research and Economic Development. BEP supports commercialization of UB technologies and connects industry with UB faculty for research and development support. BEP includes several programs and units with specific technology and business focus areas, such as the Innovation Hub, Center of Excellence in Bioinformatics & Life Sciences (CBLS), the Center of Excellence in Materials Informatics (CMI), Buffalo Institute for Genomics & Data Analytics (BIG) and startup incubators.

Our marketing and communications team is service-focused, team-minded, and looking to grow! We value creatives who are ready to contribute within our fast-paced environment—an environment that handles the needs of multiple units.

### Contact Information

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

### Contact