

Event & Outreach Coordinator
University at Buffalo, The State University of New York

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Posted Nov. 8, 2019, set to expire Mar. 9, 2020

Job Title	Event & Outreach Coordinator
Department	Computer Science and Engineering
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 8, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Communications/Public Relations Administrative Support/Services

Apply By Email

Job Description

Position Summary

The Department of Computer Science and Engineering (CSE), one of the fastest growing departments at the University at Buffalo, has a new and exciting opportunity available for an Events and Outreach Coordinator. The successful candidate has to be a self- starter and work independently and be able to:

- Develop and disseminate communications, including newsletters, articles, magazines, website, event collateral and social media/digital display management.
- Design and implement communications, programs, events, and activities for students, faculty, friends and community partners.
- Manage the coordination and logistical planning of special events (from conception to completion), including venue research and catering details, event registration, student volunteer recruitment, invitations, onsite event management.
- Assist faculty and student clubs with conference and event planning.
- Work with our IT department and SEAS Information Specialist to update calendar of events.

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- Attend communications meetings hosted by SEAS Director of Communications.
- Order department swag for events and visitors as needed/track inventory.

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

- Bachelors Degree
- Experience in working with event planning within time line and budget constraints
- Excellent digital communications
- Knowledge and understanding of platforms such as Facebook, Instagram and LinkedIn
- Excellent oral and written communication skills
- Strong interpersonal communication skills
- Ability to multi-task various duties

Preferred Qualifications

- Masters Degree
- Ability to work independently in a demanding office setting

Contact Information

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

Contact