

Institute Administrator, Community Health Equity  
Research Institute  
University at Buffalo, The State University of New York

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Posted Jul. 29, 2020, set to expire Nov. 28, 2020

<b>Job Title</b>	Institute Administrator, Community Health Equity Research Institute
<b>Department</b>	Community Health Equity Research Institute
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Jul. 29, 2020
<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
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**Job Description**

The UB Community Health Equity Research Institute is a new Institute whose mission is to perform research to advance understanding of the root causes of health inequities and develop and test innovative solutions to eliminate health inequities in the region, with a focus on inequities experienced by African Americans. The Institute brings together an interprofessional community of faculty, students, and community stakeholders to perform research that employs a community participatory research model to inform regional health and social policy and respond to funders' research priorities. Our vision is that wellness and social wellbeing will be a reality for all people in the Buffalo metropolitan area, including people of color.

The Institute Administrator will work closely with the Director and Associate Directors to establish the administrative structure and manage the day-to-day activities of the Institute. The incumbent will work with Institute leadership, UB faculty and community partners in research planning, organizing

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educational and other events hosted by the Institute and work with research teams in planning, designing and writing grant proposals related to health disparities and health equity. The position requires independent judgment and initiative, as well as communication with faculty and community stakeholders.

- Administer the day-to-day activities of the Community Health Equity Research Institute.
- Identify and promote research funding opportunities as directed.
- Coordinate educational and research planning meetings, including Institute annual meetings, speaker series, selected grant planning meetings, Steering Committee meetings, Board meetings, etc.
- Work with Institute leadership and the UB Office of Communications on a communication plan, including creating and managing a website, a newsletter and social media.
- Maintain a catalog of faculty who work in the broad area of health equity and associated listserv.
- Provide administrative support to Institute leadership.
- Make occasional trips related to Institute activities.

**\*Pre-Award:\***

- Work with Institute leadership in organizing and writing grant proposals, including preparing budgets, collecting documents and information from participating faculty, assembling components of proposals.
- Act as a liaison with Sponsored Projects Services.

**\*Post-Award:\***

- Oversee expenditures and monitor implementation of Institute budgets.
- Provide analysis of grant expenditures and ensure appropriate fiscal controls and systems are in place and followed.
- Ensure that all grant-based funds are expended in accordance with award regulations.
- Prepare annual non-competing renewal budgets.
- Provide periodic forecasts and project expenditures.
- Adhere to administrative and personnel policies of the Research Foundation for SUNY and University at Buffalo

**\*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. Visit our benefits website to learn about our <http://www.buffalo.edu/administrative-services/for-faculty-staff/benefits/research-foundation/regular-employees.html> benefit packages.

**\*About UB\***



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The University at Buffalo is SUNY's most comprehensive public research university, and an outstanding place to work. UB amplifies ambition for faculty and staff by offering endless possibilities to achieve more. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. Dedicated staff and engaged faculty collaborate to further knowledge and understanding, and develop tenacious graduates who are valued for their talents and their impact on global society. Visit our website to learn more about the [http://buffalo.edu/University at Buffalo](http://buffalo.edu/University%20at%20Buffalo).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

### **Contact Information**

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

### **Contact**