

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

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Downloaded On: Mar. 23, 2023 3:07am

Posted Oct. 21, 2022, set to expire Aug. 4, 2023

<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>	Oct. 21, 2022
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Associate/Assistant Director
<b>Academic Field(s)</b>	Research/Technical/Laboratory
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/38339">https://www.ubjobs.buffalo.edu/postings/38339</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

The University at Buffalo, [Community Health Equity Research Institute](#) is seeking an **Institute Administrator** who will work closely with the Director and Associate Directors to manage the day-to-day activities of the Community Health Equity Research Institute. The incumbent will work with Institute leadership, UB faculty and community partners in research planning, organizing educational and other events hosted by the Institute, provide timely content for the Institute website 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.

**Duties and Responsibilities:**

- Administer the day-to-day activities of the Community Health Equity Research Institute.

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- 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, managing the website and a newsletter.
- Maintain a catalog of faculty who work in the broad area of health equity and associated listserv.
- Identify and promote research funding opportunities as directed.
- Provide administrative support to Institute leadership.
- Work with Institute leadership in organizing and writing grant proposals
- Make occasional trips related to Institute activities.
- Adhere to administrative and personnel policies of the Research Foundation for SUNY and University at Buffalo.

The mission of the UB Community Health Equity Research Institute 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 inter-professional 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.

### **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 [benefit packages](#).

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

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](#).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate



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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**

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