

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

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Posted Jan. 3, 2023, set to expire Aug. 4, 2023

<b>Job Title</b>	Project Coordinator
<b>Department</b>	Business Reporting and Systems
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Jan. 3, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/39696">https://www.ubjobs.buffalo.edu/postings/39696</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

#### Position Summary

The [Business Reporting and Systems](#) unit within Business Services at the University at Buffalo, is looking to hire two **Project Coordinators** to organize and communicate project plans with project sponsors, teams and stakeholders.

In this role your key functions will include:

- Serve as project management methodology subject matter expert and trusted advisor for project sponsors
- Recommend project management methodology and best practices to align with project requirements

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- Develop and maintain a project management template and resource library
- Engage project stakeholders
- Communicate with project stakeholders
- Prepare and maintain project documentation
- Leverage project tracking tools to monitor progress
- Coordinate and facilitate project meetings, including kick-off meetings, status meetings, working sessions, and lessons learned retrospectives
- Apply lessons learned to enhance and improve future projects

### **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) 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](#).

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**

- Bachelor's degree with 2 years of experience
- Experience in project planning
- Strong organizational and time management skills
- Excellent communication and team-work skills



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**Contact Information**

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

**Contact**

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