

Program Coordinator
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=220593>

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Posted Aug. 31, 2023, set to expire Aug. 4, 2024

Job Title	Program Coordinator
Department	University Honors College
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Aug. 31, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Educational Services
Job Website	https://www.ubjobs.buffalo.edu/postings/44871
Apply By Email	
Job Description	

Position Summary

The Program Coordinator works with the university's faculty, staff and undergraduate students on a broad range of student activities, programs, events, administrative and communications matters. The University at Buffalo (UB) [University Honors College](#) seeks to hire a creative, energetic, detail-oriented and highly responsible professional to serve as Program Coordinator. The Program Coordinator is a member of the Honors College and Undergraduate Education team and reports to the Honors College Senior Academic Advisor.

This position interacts with Honors College staff, prospective and current students, and faculty and staff across campus. This position would supervise the office's student interns. The Program Coordinator will work with a diverse group of constituents and partners campus-wide in support of

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Honors College and Undergraduate Education events, programs and business operations. This position works campus-wide with:

- Undergraduate students
- Campus-wide faculty and staff
- This position will supervise student employees

Key accountabilities and responsibilities:

- Honors College and Undergraduate Education Program/Event Administration
- Office Management and supervision of student employees and interns
- Communications and Social Media Coordinator

The University Honors College is committed to providing a diverse and inclusive environment for staff, faculty, and students. Therefore, we seek candidates who are committed to ensuring that all our programming reflects, supports and enhances diversity, equity and inclusion within the University Honors College.

Over 40 years, the University Honors College has grown to become a thriving living-learning community of 1,850 highly motivated and academically talented students. Through a customizable curriculum of small group seminars, service learning, experiential learning opportunities and academic support programs, the Honors College fosters student leadership, independence, creativity and success. This is an exciting time to join the University Honors College. In the coming years, we will be enhancing our curriculum and our programming to better reflect our commitment to undergraduate research and experiential learning; civic engagement; global citizenship and the wellbeing of our diverse communities. To learn more, please view our website: <https://honors.buffalo.edu>.

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



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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](#).

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 or Associates Degree with 2 years of work experience and competencies in the following areas:

- Proficient with Microsoft Office, with knowledge of Outlook, Word, PowerPoint and Excel
- Attentive to detail in written communications
- Highly organized with ability to take ownership of projects and manage competing priorities within expected deadlines
- Willing to provide a high-level of customer service to all constituents exhibiting understanding, appreciation, and respect for all individuals

Preferred Qualifications

- Experience with student events, programs or advising in a college or university setting.
- Experience updating website content and knowledge of web applications.

Contact Information

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

Contact