

Department Coordinator, Epidemiology and Environmental
Health
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=224052>

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Posted Oct. 20, 2023, set to expire Aug. 4, 2024

Job Title	Department Coordinator, Epidemiology and Environmental Health
Department	Epidemiology and Environmental Health
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 20, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/46010
Apply By Email	
Job Description	

Position Summary

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The Department of Epidemiology and Environmental Health (EEH) seeks a **Department Coordinator** to join their administrative team. This role is primarily focused on the coordination and execution of department activities, providing administrative support to the EEH Chair, and assisting with finance and human resources. The Department Coordinator will work closely with the Chair and Department Resource Manager to maximize the effectiveness and efficiency of department operations. They are the primary physical presence on campus to support the day-to-day operations of the department and its faculty.

Responsibilities include, but are not limited to:

- Working as a liaison for the Chair with the Department, School, and other parts of the University with respect to administrative matters.
- Coordinating day-to-day department operations, candidate and guest visits, and special events.
- Providing administrative support to the Chair and assisting them on matters related to overall departmental operations.
- Assisting with department space, key, and asset management.
- Proactively manage and update departmental public information such as faculty webpages, directories, course listings, and general website information.
- Providing support and guidance to EEH faculty, staff, and students on submitting travel and non-travel reimbursement requests.
- Processing procurement transactions, honoraria, independent contractor payments, and distribution of award funds.
- Supporting various human resource functions such as job posting, appointment process, immigration filings, and dossier assembly.
- Supporting the Department Resource Manager with the reconciliation of department accounts and assisting with maintaining the department budget.
- Facilitating new employee onboarding and systems access.

This position requires strong professional judgment and independent resourcefulness while handling time-sensitive matters that require excellent problem-solving skills and confidentiality. The Department Coordinator must be a self-motivated professional who requires minimal supervision in addressing program-related decisions and is able to work both independently and as part of a team. The Department Coordinator must be able to organize tasks and follow them to completion. This position will require on-the-job learning and new skills development pertinent to new departmental initiatives

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and changes in UB policies and other, related regulations. The Department Coordinator will be a welcomed member of a high-functioning and well-integrated team of professionals who work together with cross-training in support functions.

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 pursuits – all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefits 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](#).

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.
- Demonstrated general skills to include: adaptable, organized, proactive, excellent judgment, quantitative ability.
- Strong technology skills to include effective utilization of Microsoft Office (Word, Excel, PowerPoint and Outlook) and efficient file sharing techniques.
- Additional skills in tracking of finances and spreadsheets, and in communication (listening, written, and oral), customer service, problem-solving, and effectively performing as part of a team.

Preferred Qualifications

- Master's degree with experience in a similar professional role providing administrative support in an academic, healthcare, or similar institution.
- Experience in finance in higher education, other higher education administration, sponsored projects administration.
- Familiarity with Research Foundation procedures and systems.
- Knowledge of UB administrative policies and management systems including: RF Report Center, SIRI

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- , UB Jobs, Concur, ShopBlue, travel, UBBox.
- Ability to work across the levels of the university.

Contact Information

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

Contact

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