

Project Coordinator for Overseas and Intercultural  
Programs  
University at Buffalo, The State University of New York

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Posted Feb. 28, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	Project Coordinator for Overseas and Intercultural Programs
<b>Department</b>	VPIE Overseas Programs
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Feb. 28, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Student Services Educational Services Administrative Support/Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/48814">https://www.ubjobs.buffalo.edu/postings/48814</a>

**Apply By Email**

**Job Description**

The [Office of the Vice Provost for International Education](#) (VPIE) welcomes applications for the position of *Project Coordinator for Overseas and Intercultural Programs*. The *Project Coordinator* will be stationed at the University at Buffalo and will play a key role in administering the University at Buffalo's overseas (Singapore-based) programs.

The Project Coordinator will:

- Manage program student and academic records, including supporting course scheduling, monitoring student registration, evaluating student transfer credit requests, and maintaining

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course records.

- Help develop and implement intercultural events.
- Support visit delegations, including providing logistical support for outbound and inbound delegations.
- Coordinate program travel, and manage travel reimbursements.
- Provide purchasing, payment, and reimbursement support, monitor office workflow, and prepare program reports.

### **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. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more 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 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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