

Center Administrator, Center for Climate Change and
Health Equity
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=236574>

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Posted May 24, 2024, set to expire Sep. 23, 2024

Job Title	Center Administrator, Center for Climate Change and Health Equity
Department	Epidemiology and Environmental Health
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	May 24, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory
Job Website	https://www.ubjobs.buffalo.edu/postings/50315
Apply By Email	
Job Description	

Position Summary

The Center for Climate Change and Health Equity (CCCHE) in the [Department of Epidemiology and Environmental Health \(EEH\)](#) at the University at Buffalo (UB) is recruiting a **Center Administrator** to provide administrative support services to the Director and Center faculty in implementing initiatives that address the mission and goals of the Center. This individual will oversee office administration, including management of program activities, budgets, organization, and communication. Among the key duties of this position are the following:

- Conduct activities supporting the design, implementation, and evaluation of Center programs, including development of a Strategic Plan, policies, procedures, budgets and timelines.

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- Document and maintain project development reports including meeting minutes, decisions, progress updates, schedules, budgets, and other pertinent records.
- Plan and coordinate Center-related conferences, events, or meetings, including scheduling, communication, logistics, travel planning, and budgeting.
- Facilitate interaction with the Center, the school, the university, and external communities of interest including global partners.
- Support all faculty recruitment efforts, including candidate triage, scheduling, and logistical support for search committees.
- Process personnel transactions and oversee timely onboarding of new faculty and staff.
- Prepare and/or compile data for special reports, proposals, newsletters, websites, social media accounts, and other outreach related to the Center.
- Provide general business support as needed to the Center/Center Director.

This position requires professional and culturally sensitive public communication skills and independent problem-solving skills, as well as the capacity to work well on team projects. We are committed to developing a diverse community of scholars, staff and students engaged with a commitment to addressing climate and health equity challenges, and we encourage applications from all backgrounds, including minority and historically marginalized groups, veterans, and individuals with disabilities.

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 CCCHE

The Center for Climate Change and Health Equity (CCCHE), located in the Department of Epidemiology and Environmental Health, is a new initiative to tackle emerging and forecasted public health challenges caused by a changing climate. CCCHE is committed to being a dynamic and inclusive workplace incubator that promotes collaboration between faculty, staff, and students with local and global communities and stakeholders to identify practical solutions that increase resiliency to climate change and protect population health.

About the Department of Epidemiology and Environmental Health

The EEH has a long and outstanding record of research, teaching and service in public health, and celebrated its 100th anniversary in 2019. The department has research in epidemiology, health

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services administration and environmental health and teaches students at the undergraduate and graduate levels (MPH, MS and PhD). The EEH administrative team is an outstanding group of dedicated professionals.

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](#).

About Buffalo, NY

[Buffalo](#) is the second-largest city in New York State (NYS) and is located in the western region on the shores of Lake Erie, upriver of the majestic Niagara Falls. NYS is a welcoming region with strong support for human rights and access to a full range of health care.

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 up to 2 years of work experience in a similar position.
- Excellent oral, written and interpersonal skills.
- Able to work independently with minimal supervision and in a team.
- Strong proficiency in computing, especially the MS 365 (Outlook, Word, Excel, Powerpoint) and file sharing/organization technologies.
- Strong organizational and time management skills.
- Problem-solving skills and the ability to manage competing demands under deadlines.
- Applicants must be eligible to work within the United States in a full-time capacity without visa sponsorship. Please do not apply if you cannot satisfy this requirement.

Preferred Qualifications

- Master's degree.
- 3-5 years of experience in program management.

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- Financial budget management experience.
- Experience in community engagement and/or public health.
- Experience in higher education or research settings, working with faculty, staff, and students.
- Experience with University at Buffalo policies, procedures, and systems.

Contact Information

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

Contact

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