

Senior Program Associate, Life Sciences
University at Buffalo, The State University of New York

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Posted Jun. 6, 2024, set to expire Oct. 6, 2024

Job Title	Senior Program Associate, Life Sciences
Department	Business and Entrepreneur Partnerships
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jun. 6, 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/50549
Apply By Email	
Job Description	

This position will be part of the [Business and Entrepreneur Partnerships](#) (BEP) Life Sciences team providing programmatic support inclusive of industry outreach, client support, business development, project management, and reporting. This position will report to the Senior Associate Director of the Life Sciences programs. The Life Sciences programs currently include the NYS Center of Excellence in Bioinformatics and Life Sciences (CBLIS), UB Center for Advanced Technology in Big Data and Health Sciences (UBCAT) and Buffalo Institute for Genomics and Data Analytics.

- Serve as part of the business development team to proactively engage with NYS companies and UB faculty on potential economic development opportunities with the goal of converting them to active engagements.
- Manage projects pre- and post-award by reviewing, documenting, and tracking project applications and agreements. Provide project management to funded projects.

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- Document industry and faculty engagements through client relationship management system (CRM).
- Contribute to program reports by tracking and gathering program related compliance documents, key accomplishments, project progress reports.
- Oversee and manage program related capital inventory.
- Coordinate meetings and communication with external advisory board members, UB departments, company clients, and faculty partners.
- Support planning and execution of program related outreach events.
- Collaborate with the marketing team to update program content on websites and promotional materials.
- Facilitate client access to shared instrumentation in the CBLs.

We welcome candidates whose experience has prepared them to contribute to our commitment to diversity and excellence. Women, minorities, individuals with disabilities and veterans are encouraged to apply. Please visit our [Careers](#) page.

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.



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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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