

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

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Posted Jul. 9, 2024, set to expire Nov. 8, 2024

Job Title	Project Coordinator
Department	Geography
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jul. 9, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Institutional Advancement
Job Website	https://www.ubjobs.buffalo.edu/postings/51386

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Job Description

Prof. Eun-Hye Yoo in the Department of Geography seeks a **part-time project coordinator**. This position supports and directly reports to the Principal Investigator (PI) of the East side of Buffalo Ambient Air Quality Monitoring Project.

The project coordinator will assist the PI in planning, organizing, and executing day to day project-related activities including but not limited to:

- Communicating between project collaborators, staff, and participants;
- Organizing on-site and on-line meetings and events;
- Completing any necessary paperwork, forms, and documents to meet project deadlines;
- Maintain all files and records involved with the project.

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The project coordinator will also support large-scale monitoring efforts including the set up and maintenance of low-cost sensors and data management, and correspondence to requests for project generated data and software. The day to day activities and community engagement support require an emphasis on electronic dissemination/communication tools, such as zoom, listeservs, electronic and in person communication, among others.

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 the great [benefits](#) the University at Buffalo has to offer.

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.

Contact Information

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

Contact