

Project Manager, Office of Accreditation and Quality  
Improvement / Office of the Dean  
University at Buffalo, The State University of New York

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Posted Jul. 23, 2024, set to expire Nov. 22, 2024

<b>Job Title</b>	Project Manager, Office of Accreditation and Quality Improvement / Office of the Dean
<b>Department</b>	Jacobs School of Medicine and Biomedical Sciences
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Jul. 23, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff Director/Manager
<b>Academic Field(s)</b>	Research/Technical/Laboratory Institutional Advancement
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/51724">https://www.ubjobs.buffalo.edu/postings/51724</a>

**Apply By Email**

**Job Description**

The **Project Manager** is a shared position between the Office of Accreditation and Quality Improvement and the Office of the Dean and Vice President for Health Sciences. The Project Manager will support implementation of our strategic plan, program evaluation, and continuous quality improvement efforts. They will be responsible for developing timelines and monitoring progress of projects related to the strategic plan, accreditation, and other projects as they arise.

Duties will include, but are not limited to:

- Management of the strategic planning and implementation process, including the collection of

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status updates and maintenance of the implementation software and dashboard

- Regular tracking and communication of changes and progress to appropriate constituents for projects under the purview of the Office of Accreditation and Quality Improvement
- Regular tracking and communication of changes and progress to appropriate constituents for projects under the purview of the Office of the Dean and Vice President for Health Sciences
- Collaboration with the OAQI Director and Data Manager to identify and address gaps in assessment, accreditation requirements, and elements related to the mission and vision of our strategic goals.

Skills:

- Interpretation of data and data visualizations for data-informed decision-making
- Use of industry-standard tools/templates for project management
- Able to work independently with a high degree of reliability, accuracy, and productivity
- Able to exercise independent judgement effectively in decision making process
- Strong organizational and time management skills, with attention to detail
- Management of multiple projects and ability to prioritize tasks
- Strong interpersonal, team and communication skills
- Desire and capability to continue self-directed learning in the field
- Commitment to team growth through sharing of knowledge and integration of skills

**Outstanding Benefits Package**

Working at UBF 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.

Visit our UBF benefits website to learn 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](#).

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.



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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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