Program Assistant
University at Buffalo, The State University of New York

Job Title	Program Assistant
Department	MGT Administration Operations
Institution	University at Buffalo, The State University of New York
	Buffalo, New York
Date Posted	Aug. 2, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/51950
Apply By Email	
Job Description	

Position Summary

The School of Management has an exciting opportunity to join our team as a Program Assistant. In this role, you will be responsible for the coordination and administrative support of programs within our academic departments. This position requires strong organizational and project management skills, initiative, adaptability, excellent follow through and the ability to work with diverse population at all levels of the organization. Additionally, a demonstrated commitment to working collaboratively and efficiently will contribute to the success of this position.

Responsibilities include but are not limited to:

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- Coordinate operational processes from student recruitment and orientation through completion of the programs.
- Oversee planning and execution of events, which include developing proactive project plans, managing day-of logistics, and collecting/evaluating post-event feedback.
- Assist with recruitment and engagement of external speakers, organizations and coaches.
- Track and report on key program metrics to share with stakeholders and for certifications.
- Assist with program stewardship, including alumni and any advisory council engagement.
- Collaborate with communications team to coordinate social media promotion, marketing materials and communication plans.
- Work with faculty program director to develop budget and ensure compliance, tracking program expenses.

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**.

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

Associate degree with 2 years of experience **or** bachelor's degree

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Preferred Qualifications

2-3 years relevant experience, preferably in an academic setting

Contact Information

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

Contact

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