

Administrative Coordinator for Global and Community  
Outreach Programs  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=243619>

Downloaded On: Dec. 21, 2024 10:05am

Posted Aug. 23, 2024, set to expire Aug. 4, 2025

<b>Job Title</b>	Administrative Coordinator for Global and Community Outreach Programs
<b>Department</b>	Pharmacy
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Aug. 23, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/52364">https://www.ubjobs.buffalo.edu/postings/52364</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

The UB School of Pharmacy and Pharmaceutical Sciences (SPPS) is currently seeking an administrative coordinator to support its global and community outreach initiatives. This role involves communicating with both internal and external stakeholders and offering administrative support for meetings, events, and curriculum that connect with the school's global and community outreach efforts. Responsibilities include coordinating educational activities, tracking and documenting outcomes, assisting with micro-credentials and digital badges, and providing essential administrative assistance to the Director of Global and Community Outreach and to the Director of UB Center for Integrated Global Biomedical Sciences (CIGBS).

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Job Duties to include:

- Provide high quality administrative support to the Director of Global and Community Outreach, as well as to the Director of the UB Center for Integrated Global Biomedical Sciences (CIGBS).
- Provide support for the CIGBS program and incoming fellows including assisting with coordination of program, events and operations.
- Provide administrative support to global and community outreach initiatives including assisting with trainees and events and providing metrics related to program.
- Serve as the lead for the Service-Learning Programs at the UB SPPS.

**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**



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