

Data and Operations Specialist
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=243644>

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Posted Aug. 26, 2024, set to expire Aug. 4, 2025

Job Title	Data and Operations Specialist
Department	SOM Alumni Engagement and External Relations
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Aug. 26, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Alumni Relations
Job Website	https://www.ubjobs.buffalo.edu/postings/52389
Apply By Email	
Job Description	

Position Summary

The [School of Management](#) (SOM) seeks a **Data and Operations Specialist** to support school-wide alumni engagement, communications and marketing. This position is an integral member of a cross-functional team providing support to strategically meet and exceed organizational and departmental goals. The successful candidate will be detail-oriented, have the ability to multi-task and take a project management approach to the work. Candidates should be comfortable working with diverse groups of students, faculty, and staff within the school as well as with campus partners and external constituents.

Duties include but are not limited to:

- Collect and maintain data

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- Create customized lists and reports using data for end-users
- Act as the primary point of contact for software and tools used by the groups supported
- Collaborate with a variety of internal and external stakeholders
- Deploy a variety of communications utilizing data and systems
- Generate reports that include actionable information as directed or required
- Support office administration
- Event assistance

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. Visit our 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.

Minimum Qualifications

- Associates degree with 2 years of experience **or** bachelor's degree
- Intermediate level Excel skills

Preferred Qualifications

- Bachelor's degree
- Experience using a complex business system or Customer Relationship Management system.
- Experience in a higher education environment preferred.

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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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