

Communications and Project Coordinator, Institute for
Artificial Intelligence & Data Sciences
University at Buffalo, The State University of New York

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Job Title	Communications and Project Coordinator, Institute for Artificial Intelligence & Data Sciences
Department	Institute for Artificial Intelligence & Data Sciences
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 23, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Communications/Public Relations
Job Website	https://www.ubjobs.buffalo.edu/postings/52991

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Job Description

The **Communications & Project Coordinator** is responsible for writing, editing, managing and implementing content across various communications channels and initiatives for the [Institute for Artificial Intelligence and Data Science](#) and the National AI Institute for Exceptional Education. The successful candidate is highly motivated, creative and has a passion for storytelling, eager to learn; thrives in a fast-paced, enterprising environment; and demonstrates sharp organizational and project management skills.

Primary Duties and Responsibilities:

- Collaborate with subject matter experts to create high-quality content for various platforms including newsletters, web content, presentations, and social media, targeting both internal and external audiences.

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- Assist in the implementation of core marketing and communications objectives by supporting integrated initiatives across digital, social, email, and web platforms.
- Manage and coordinate communication projects, ensuring timely content deployment and the effective execution of editorial calendars and content strategies.
- Participate in the strategic refresh of digital content, including updating or removing content in the CMS, and handle the posting and deployment of social media content.
- Establish and maintain project management procedures to oversee multiple communication initiatives, including checklists, proofing, approvals, and implementation activities.
- Monitor, track, and analyze email campaign performance, using insights to improve metrics and ensure that all content adheres to accessibility best practices.

The Communications & Project Coordinator will collaborate with faculty, researchers, and university leadership administrative professionals daily. Therefore, discretion, tact, and a knowledge of university etiquette for interacting with faculty and university leadership are essential.

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](#).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Contact Information

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Contact

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