

Outreach Coordinator, Civil, Structural & Environmental  
Engineering  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=246397>

Downloaded On: Nov. 24, 2024 1:44am

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

<b>Job Title</b>	Outreach Coordinator, Civil, Structural & Environmental Engineering
<b>Department</b>	Civil, Structural & Environmental Engineering
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Oct. 4, 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>	Communications/Public Relations
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/53272">https://www.ubjobs.buffalo.edu/postings/53272</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

The Department of [Civil, Structural & Environmental Engineering](#) is seeking an **Outreach Coordinator** to serve as liaison with the Engineering & Applied Sciences Communications Office in promoting the department's activities and faculty.

Job responsibilities will include:

- Work with SEAS Office of Communications to maintain and update department webpages and social media channels including developing of new content with faculty and staff to promote department academic programs, research and other activities with the CSEE community.

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- Work with SEAS Office of Communications to develop marketing content and materials to promote department accomplishments.
- Maintain databases and mailing lists related to outreach communications efforts with CSEE community and peers.
- Work with SEAS Office of Communications to enhance the department's external rankings.
- Implement strategies to support academic program assessments and accreditation efforts.
- Assist with coordinating department events such as student social events, the weekly internship seminar series, and student poster competitions.
- Serve as primary contact with the Department Advisory Board (DAB); coordinate semi-annual meetings of the DAB including communicating with members and assisting with meeting logistics and agendas.

### **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 UB**

The University at Buffalo is SUNY's most comprehensive public research university, and an outstanding place to work. UB amplifies ambition for faculty and staff by offering endless possibilities to achieve more. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. Dedicated staff and engaged faculty collaborate to further knowledge and understanding, and develop tenacious graduates who are valued for their talents and their impact on global society. Visit our website to learn more about the [University at Buffalo](#).

As an Equal Opportunity / Affirmative Action employer, the University at Buffalo 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.

### **Minimum Qualifications**

- Bachelor's degree in Communications or related field required.



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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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