

Program Coordinator, Center for Industrial Effectiveness
University at Buffalo, The State University of New York

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Posted Oct. 29, 2024, set to expire Aug. 4, 2025

Job Title	Program Coordinator, Center for Industrial Effectiveness
Department	Center for Industrial Effectiveness
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 29, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coach Coordinator
Academic Field(s)	Facilities/Maintenance/Transportation
Job Website	https://www.ubjobs.buffalo.edu/postings/53729

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Job Description

The [Center for Industrial Effectiveness](#) (TCIE) at the University at Buffalo is currently seeking a **Program Coordinator** to lead engagement and outreach with stakeholders including prospective students, businesses, community-based organizations, and regional training providers. The coordinator will be responsible for project management and community engagement for a workforce development program. The successful candidate is an organized self-starter with empathy for people, a passion for project management, and experience managing budgets, all while producing top-quality work serving internal and external clients with a good mix of professionalism and creativity.

Tasks include:

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- Plan and manage marketing campaigns and outreach events.
- Provide effective communication and follow-through to project partners, and prospective / enrolled students.
- Work alongside staff and contractors to prepare presentation and marketing materials.
- Develop and deliver marketing and informational emails to prospective and enrolled learners.
- Field inquiries from prospective students.
- Interview prospective and enrolled students to gather information about their backgrounds, employment goals, needs, and progress.
- Arrange, manage, and track wraparound service provision for students.
- Track and report student enrollments, progress, and outcomes.
- Secure quotes for contractors, review vendor bids, and participate in vendor selection.
- Facilitate and process financial transactions.
- Maintain reports, tracking budgets and expenditures.
- Perform other various administrative and project management responsibilities, as needed.

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 Center for Industrial Effectiveness (TCIE)

UB TCIE is a professional and continuing education university center focused on workforce development and operational excellence. As an industry outreach arm for the UB School of Engineering and Applied Sciences, UB TCIE is well connected with the regions' employers, community-based organizations, training providers, community colleges, and technical schools. As an active contributor in workforce development, UB TCIE works with industry to assess workforce needs, develop, and deliver seated, remote, and hybrid courses, and measure program impact to facilitate continuous improvement.

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

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others every day. Visit our website to learn more about the [University at Buffalo](#).

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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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