

Project Manager, Learning and Instruction
University at Buffalo, The State University of New York

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Posted Nov. 5, 2024, set to expire Aug. 4, 2025

Job Title	Project Manager, Learning and Instruction
Department	Learning and Instruction
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 5, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Educational Services
Job Website	https://www.ubjobs.buffalo.edu/postings/53922

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Job Description

[The Institute of Education Sciences \(IES\)-funded national Center for Early Literacy and Responsible AI \(CELaRAI\)](#) is seeking a **Project Manager**. CELaRAI's mission is to harness the power of generative AI to innovate K-2 literacy education, with a focus on supporting students from culturally and linguistically diverse backgrounds. By developing AI-driven reading tools, CELaRAI aims to improve students' literacy skills while also providing national leadership on the responsible use of AI in early literacy through wide-reaching dissemination, outreach, and capacity-building efforts.

Working closely with the Principal Investigator (PI)/Director, the **Project Manager** will manage the day-to-day operations of CELaRAI, ensuring the smooth execution of its research, development, and outreach activities. This includes coordinating tasks across project teams, managing timelines and budgets, liaising with school partners and advisors, and facilitating communication among internal and external stakeholders. The ideal candidate will have strong organizational, communication, and leadership skills, and a background in education or project management is preferred. The role will

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involve collaboration with interdisciplinary team across six institutions, and partner schools in multiple states to ensure the project's goals are met effectively and efficiently.

Key responsibilities include but are not limited to:

- Coordinating CELaRAI's research and development activities, ensuring smooth execution across all phases.
- Facilitating administrative coordination within UB and managing collaborations with subaward institutions.
- Supporting personnel administration, including hiring, onboarding, and performance management.
- Managing financial aspects of the center, including monitoring budgets, general ledger activities, and preparing financial reports.
- Planning and organizing CELaRAI's internal meetings, outreach events, and other activities.
- Managing website content, social media, and other public-facing communications to ensure clear and timely updates.
- Coordinating internal progress reports and preparing comprehensive annual reports for submission to the funder.

This position will be a one-year appointment. Additional appointments are contingent upon job performance.

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](#).

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identity, national origin and veteran or disability status.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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