

Community Outreach & Engagement Specialist
University at Buffalo, The State University of New York

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Downloaded On: Feb. 12, 2025 4:53am

Posted Dec. 2, 2024, set to expire Aug. 4, 2025

Job Title	Community Outreach & Engagement Specialist
Department	GSE Outreach and Community Engagement
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 2, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Communications/Public Relations
Job Website	https://www.ubjobs.buffalo.edu/postings/54535
Apply By Email	
Job Description	

Position Summary

The [Graduate School of Education](#) at the [University of Buffalo](#) is seeking a **Community Outreach & Engagement Support Specialist** to support the center for Outreach and Community Engagement. In this position, you will report directly to the Assistant Dean for Community Relations and provide center and budget support for all initiatives that fall under GSE's Center for Outreach and Community Engagement.

Duties will include but are not limited to:

- Assist with the centers budget development and monitoring.
- Manage daily operations of the office (e.g., responding to correspondence and phone inquiries,

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and reporting, creating, and managing timesheets, ordering supplies, maintaining accurate records and contact database)

- Supervise student employees assigned to the center, this can include Graduate Assistants, Work-Study students and Student Assistants.
- Collect all VISA and immigration documents related to student employees.
- Provide support for community facing programs.
- Work under the direction of the Assistant Dean of Community Relations to strengthen partnerships and grow community-based programming in UB GSE.
- Maintain accurate electronic file system for all personnel documents, including appropriate storage of sensitive and category 1 data.
- Ensure compliance with applicable laws, union agreements, SUNY policy and other university policies.
- Maintain various databases such as attendees at Office of Community Engagement and Outreach events and programs to create a GSE wide partner list and community org list.
- Handle sensitive data according to provisions set forth in any data sharing partner agreements.
- Collect all HR paperwork associated with hiring Graduate Assistants, Work-Study students and Student Assistants.
- Process appointments through appointment processing procedures.
- Schedule interviews, onboard tutors, send offer letters, manage fingerprinting and onboarding paperwork.
- Provide administrative support to Assistant Dean setting calendar, scheduling meetings, and providing initial outreach to community entities.
- Serve as an ambassador of UB GSE Office of Community Engagement and Outreach in the greater WNY community to establish meaningful connection with organizations in the community at large.

Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

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.

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Minimum Qualifications

- Bachelor's degree with one year of experience.
- Effective oral and written communication skills

Preferred Qualifications

- Bachelor's or higher degree with 2 years of experience
- 2-3 years experience in SUNY procedures related to academic department support
- Makes independent decisions related to tasks assigned by supervisor using established policies and procedures
- Problem solver with departmental role using standard, guidelines, policies and procedures
- Provides input, direction and advice to others

Contact Information

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

Contact