

Project Coordinator, SSW Research Projects
University at Buffalo, The State University of New York

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Posted Jan. 16, 2025, set to expire Aug. 4, 2025

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| Job Title | Project Coordinator, SSW Research Projects |
| Department | SSW Research Projects |
| Institution | University at Buffalo, The State University of New York Buffalo, New York |
| Date Posted | Jan. 16, 2025 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Coordinator |
| Academic Field(s) | Research/Technical/Laboratory Health Services |
| Job Website | https://www.ubjobs.buffalo.edu/postings/55248 |
| Apply By Email | |

Job Description

The [School of Social Work](#) has an exciting opportunity for a **Project Coordinator**. The position is responsible for supporting project objectives associated with the Buffalo Mental Health Services Professional (MHSP) Fellowship Program within the School of Social Work.

Key accountabilities and responsibilities:

- Manage administrative processes associated with the MHSP Fellowship Program, including the use of software to track and monitor expenses and help facilitate completion of necessary fellowship paperwork.
- Build and maintain relationships with K-12 school partners throughout Western New York.
- Recruit potential graduate students for the Fellowship Program and provide support throughout

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the application process.

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

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

Contact