

Program Outreach Coordinator, Accessibility Resources
University at Buffalo, The State University of New York

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Posted Feb. 4, 2025, set to expire Aug. 4, 2025

Job Title	Program Outreach Coordinator, Accessibility Resources
Department	Accessibility Resources
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Feb. 4, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Student Services Educational Services
Job Website	https://www.ubjobs.buffalo.edu/postings/55644
Apply By Email	
Job Description	

Position Summary

The [Division of Student Life](#) is accepting applications for the **Program Outreach Coordinator** position within [Accessibility Resources](#). In this role, you will coordinate and support programs and events that promote disability identity, community, and culture within the University at Buffalo Community, Western New York, New York State, and nationally.

Responsibilities:

- Coordinate and manage new and existing programs and initiatives focused on supporting

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students with disabilities.

- Produce and distribute marketing materials for program offerings, events, and information; organize outreach.
- Continually monitor current programs make recommendations on improvements/enhancements.
- Develop and build relationships with stakeholders from across campus and in the community to collaboratively support a positive experience for students with disabilities.
- Supervise student employees as appropriate.

Our team recognizes the advantages diverse perspectives and backgrounds bring to the workplace. We are particularly interested in candidates who share this value and will work to achieve the university's goals of inclusive excellence.

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.

Minimum Qualifications

- Associate degree with 2 years of experience **or** bachelor's degree with no experience.
- Proven experience working with diverse populations and implementing successful programs.
- Highly developed interpersonal, organizational, written, and oral communication skills, and the ability to demonstrate multicultural competency.
- Experience with Microsoft Office suite and Google docs.

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Preferred Qualifications

- Experience organizing disability identity and culture events and programs.

Contact Information

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

Contact