

Program Administrator  
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=254838>

Downloaded On: Jun. 3, 2025 12:38am

Posted Mar. 24, 2025, set to expire Jul. 22, 2025

**Job Title** Program Administrator  
**Department** Center for Urban Studies  
**Institution** University at Buffalo  
Buffalo, New York

**Date Posted** Mar. 24, 2025

**Application Deadline** 03/24/2026  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Research/Technical/Laboratory  
Grant Writer/Technical Writer  
Communications/Public Relations  
Administrative Support/Services

**Apply Online Here** <https://apptrkr.com/6098360>

**Apply By Email**

**Job Description**

Image not found or type unknown



**Program Administrator, Center for Urban Studies**

**Position Information**

**Position Title:** Program Administrator, Center for Urban Studies

**Department:** Community Health Equity Research Institute

**Posting Link:**

Program Administrator  
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=254838>

Downloaded On: Jun. 3, 2025 12:38am

Posted Mar. 24, 2025, set to expire Jul. 22, 2025

<https://www.ubjobs.buffalo.edu/postings/56372>

**Job Type:** Full-Time

## Posting Detail Information

### Position Summary

The **Program Administrator** will work closely with the Director to manage the day-to-day activities of the Center for Urban Studies. The incumbent will work with Center leadership, UB faculty and community partners in research planning, organizing educational and other events hosted by the Center, providing timely content for the Center website, and working with research teams in planning, designing and writing grant proposals related to urban and community development. The position requires independent judgment and initiative, as well as communication with faculty and community stakeholders.

### Duties and Responsibilities:

- Administer the day-to-day activities of the Center for Urban Studies, e.g. appoint and oversee graduate assistants and student employees, calendar support for the Center Director, financial/grants management, etc.
- Coordinate educational and research planning meetings, including Institute annual meetings, speaker series, selected grant planning meetings, Steering Committee meetings, Board meetings, etc.
- Lead neighborhood development projects and research teams to advance Center goals and impact.
- Develop and strengthen the Centers partnership network by building and maintaining relationships with organizations, community groups, and individuals, and identifies opportunity for collaboration.

### 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](#).

Program Administrator  
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=254838>

Downloaded On: Jun. 3, 2025 12:38am

Posted Mar. 24, 2025, set to expire Jul. 22, 2025

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicants race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

**Minimum Qualifications**

- Bachelors degree in relevant field plus 1 year of experience or an equivalent combination of education and experience.
- Experience in academic, business, non-profit, etc. administration
- Experience interacting with community organizations and/or community members
- Highly organized and flexible, must be able to multi-task and adjust with changing priorities.

**Preferred Qualifications**

- Graduate degree in relevant field.
- Familiarity and knowledge of budgets and tracking accounts.
- Familiarity with communication strategies, including websites and social media
- Experience in grant and contract administration, or an equivalent combination of education and experience.

**Salary Range**

\$60,000 - \$70,000

**Special Instructions Summary**

**Is a background check required for this posting?**

No

**Contact Information**

**Contact's Name:** Sarah Koss

**Contact's Pronouns:**

**Contact's Title:** HR & Finance Assistant

**Contact's Email:** [srkoss@buffalo.edu](mailto:srkoss@buffalo.edu)

**Contact's Phone:** 716-645-0312

Program Administrator  
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=254838>

Downloaded On: Jun. 3, 2025 12:38am

Posted Mar. 24, 2025, set to expire Jul. 22, 2025

**Posting Dates**

**Posted:** 03/24/2025

**Deadline for Applicants:** Open Until Filled

**Date to be filled:**

**Contact Information**

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

**Contact**

N/A

University at Buffalo

,