Program Administrator
University at Buffalo

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)	Grant Writer/Technical Writer
	Communications/Public Relations
	Research/Technical/Laboratory
	Administrative Support/Services
Apply Online Here	https://apptrkr.com/6098360
Apply By Email	
Job Description	

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Program Administrator, Center for Urban Studies

Position Information

Position Title: Program Administrator, Center for Urban Studies
Department: Community Health Equity Research Institute
Posting Link:

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.**

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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
Contact's Phone: 716-645-0312

Posting Dates

Posted: 03/24/2025
Deadline for Applicants: Open Until Filled
Date to be filled:

jeid-9a17f0a39a3bde44b173d93c66f68b38

Contact Information

Contact

N/A
University at Buffalo

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