

Operations Coordinator
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=255967>

Downloaded On: Apr. 22, 2025 1:38am

Posted Apr. 21, 2025, set to expire May 16, 2025

Job Title	Operations Coordinator
Department	
Institution	University at Buffalo Buffalo, New York
Date Posted	Apr. 21, 2025
Application Deadline	05/16/2025
Position Start Date	Available immediately
Job Categories	Coordinator Professional Staff
Academic Field(s)	Human Resources Fiscal Services Administrative Support/Services
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Job Description

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Operations Coordinator

Position Information

Position Title: Operations Coordinator

Department: SEAS Shared Instrumentation Laboratories

Posting Link:

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<https://www.ubjobs.buffalo.edu/postings/56717>

Job Type: Part-Time

Posting Detail Information

Position Summary

The Shared Instrumentation Laboratories (SIL), operated by the [**School of Engineering and Applied Sciences \(SEAS\)**](#) is seeking an **Operations Coordinator** to provide a broad range of professional administrative support to operational and outreach activities (general & financial operations, human resources, scheduling, website maintenance, etc.). Candidates must be highly-organized self starters, team & customer oriented, with strict attention to detail and ability to multitask and work independently with minimal supervision.

SIL is a suite of research and educational laboratories providing for shared use of precision research and prototyping equipment and capabilities, as well as helping to enable student participation in hands-on learning activities.

The six current facilities - Cleanroom, Materials Characterization Laboratory, BioDesign Core Facility, Digital Manufacturing Laboratory, Transmission Electron Microscope Facility and Engineering Machine Shop - are available for use by students and faculty across the University spectrum, as well as customers/users in the public and private sectors.

Responsibilities include:

- New User Onboarding: assist in onboarding of new users of SIL facilities and maintaining up-to-date user profiles;
- Billing: preparation of billing records, invoicing, accounts receivable, and collections;
- Financial monitoring & reporting: revenue tracking and expense reconciliation, P&L reporting, fiscal year account closure and balance transfers;
- Purchasing: initiating procurement requisitions - individual and standing orders, processing of monthly procurement card summaries, confirmation of receipt of goods;
- User Fees: review & approval: tracking of costs and equipment usage for periodic rate reviews and approvals, coordination with SEAS Communications for posting of new rates;
- Asset Management: new equipment recording & tagging, bi-annual equipment inventory verification and reporting;

Outstanding Benefits Package

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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. Visit our benefits website to learn about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of Americas 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](#).

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

- Bachelors degree and one year of related work experience. Combination of education and experience may be considered.
- Demonstrated proficiency with Microsoft Excel and Microsoft Office suite of products (Word, PowerPoint, Excel, Access, Outlook), familiarity with Box and Google Docs, aptitude to learn new applications.
- Team player with excellent communication (written, oral, inter-personal) and computer skills, ability to meet deadlines, and experience with support of daily operational / financial, administrative, and reporting functions.

Preferred Qualifications

- Masters degree and two years of related work experience.

Physical Demands

Salary Range

\$50,212 at full time rate

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Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Donald Goralski

Contact's Pronouns:

Contact's Title: Director, Shared Instrumentation Laboratories

Contact's Email: goralski@buffalo.edu

Contact's Phone: 716-645-5151

Posting Dates

Posted: 04/17/2025

Deadline for Applicants:

Date to be filled: 06/02/2025

jeid-965cd5b285fd0d46b2470f6f58133db0

Contact Information

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

Contact

N/A

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