

Program and Event Administrator
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=256713>

Downloaded On: May. 8, 2025 5:14pm

Posted May 7, 2025, set to expire Aug. 4, 2025

Job Title Program and Event Administrator
Department Graduate School of Education
Institution University at Buffalo
Buffalo, New York

Date Posted May 7, 2025

Application Deadline 05/05/2026
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Graphic Design/Marketing
Communications/Public Relations
Administrative Support/Services

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Job Description

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Program and Event Administrator, Graduate School of Education

Position Information

Position Title: Program and Event Administrator, Graduate School of Education

Department: GSE Administrative Operations

Posting Link: <https://www.ubjobs.buffalo.edu/postings/57013>

Job Type:

Program and Event Administrator
University at Buffalo

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Full-Time

Posting Detail Information

Position Summary

The [Graduate School of Education](#) at the [University of Buffalo](#) is seeking a **Program and Event Administrator** to support the center for Outreach and Community Engagement and the Graduate School of Education school wide events. In this position, you will report directly to the Assistant Dean for Community Relations and GSEs Unit Business Officer to provide center, budget, events support for all initiatives that fall under GSEs Center for Outreach and Community Engagement and GSE school wide events.

Duties will include but are not limited to:

- Assist with the centers budget development and monitoring.
- Manage daily operations of the office (e.g., responding to correspondence and phone inquiries, and reporting, creating, and managing timesheets, ordering supplies, maintaining accurate records and contact database)
- Supervise student employees assigned to the center, this can include Graduate Assistants, Work-Study students and Student Assistants.
- Collect all VISA, immigration and HR documents related to student employees.
- Process appointments through appointment processing procedures.
- Schedule interviews, onboard tutors, send offer letters, manage fingerprinting and onboarding paperwork.
- Provide support for community facing programs.
- Work under the direction of the Assistant Dean of Community Relations to strengthen partnerships and grow community-based programming in UB GSE.
- Maintain accurate electronic file system for all personnel documents, including appropriate storage of sensitive and category 1 data.
- Ensure compliance with applicable laws, union agreements, SUNY policy and other university policies.
- Maintain various databases such as attendees at Office of Community Engagement and Outreach events and programs to create a GSE wide partner list and community org list.
- Handle sensitive data according to provisions set forth in any data sharing partner agreements.
- Provide administrative support to Assistant Dean setting calendar, scheduling meetings, and providing initial outreach to community entities.

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- Management and execute GSEs commencement, student orientation, award ceremonies, conferences, lectures, and inter-disciplinary events hosted by the Graduate School of Education.
- Manage and execute events hosted by GSEs Assistant and Associate Deans as assigned.

This position will be an in-person position with standard working hours of 8:30 a.m. - 4:30 p.m. During the Brainy Bulls Tutoring Initiatives and other event related obligations this position may require evening hours, this will include remote work flexibility.

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

- Associates degree with 2 years of administrative experience
- A combination of education and experience can be considered in lieu of the degree or experience requirement.
- Effective oral and written communication skills

Preferred Qualifications

- Bachelors or higher degree with 2 years of administrative experience
- 2 years experience in SUNY procedures related to academic department support
- Makes independent decisions related to tasks assigned by supervisor using established policies and procedures
- Problem solver with departmental role using standard, guidelines, policies and procedures
- Provides input, direction and advice to others
- Event planning experience

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Physical Demands

Event planning:

Standing/Walking:

- Ability to stand and walk for extended periods (e.g., during site visits, setup, and events).

Lifting/Carrying:

- Ability to lift or carry event materials, such as boxes, signage, or equipment (typically up to 25-50 lbs).
- **Work Hours:**
 - Willingness to work irregular hours, including early mornings, evenings, weekends, or holidays.

Salary Range

\$55,000

Special Instructions Summary

This position will be an in-person position with standard working hours of 8:30 a.m. - 4:30 p.m.

During the Brainy Bulls Tutoring Initiatives and other event related obligations this position may require evening hours, this will include remote work flexibility.

Is a background check required for this posting?

No

Contact Information

Contact's Name: Kimberly Spates

Contact's Pronouns:

Contact's Title: Unit Business Officer

Contact's Email: km93@buffalo.edu

Contact's Phone: 716-645-6640

Posting Dates

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Deadline for Applicants:

Date to be filled: 07/01/2025

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Contact Information

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

Contact

N/A

University at Buffalo

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