

**Access Control Coordinator
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=257692>

Downloaded On: Jun. 6, 2025 6:15pm

Posted Jun. 3, 2025, set to expire Jul. 1, 2025

Job Title Access Control Coordinator
Department University Police
Institution University at Buffalo
Buffalo, New York

Date Posted Jun. 3, 2025

Application Deadline 07/01/2025
Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Public Safety

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Job Description

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Access Control Coordinator, University Police

Position Information

Position Title: Access Control Coordinator, University Police

Department: University Police

Posting Link: <https://www.ubjobs.buffalo.edu/postings/57389>

Job Type: Full-Time

Posting Detail Information

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Position Summary

The **Access Control Coordinator** is responsible for [University at Buffalo Police](#) access control oversight and serves as the manager for the building access software. This includes managing users and delegating subgroups of admin users for university owned buildings. Investigates system issues and coordinates repairs with vendors that go beyond the scope of a minor repair or hardware reset. Duties also entail updating and creating data and rules in the Door Access Rules Management System (DARM). Monitor repairs and /or additions to the Access Control system so as to maintain proper operation and to prevent prolonged interruptions of service. Complete walkthroughs of projects with vendors and requestors for added hardware. Work within the University at Buffalo Police Department workforce to provide for a safe and secure campus.

Access Control Duties:

- Conduct walk-throughs and coordinate with departments within the University at Buffalo to add access control hardware when requested.
- Utilizing the workflow request software, the coordinator investigates and repairs minor issues such as panel resets and minor hardware malfunctions, whereas more complicated access control issues can be investigated and repaired by vendors.
- Coordinate with vendors for pricing, licensing, and updates as needed for system maintenance and University projects.
- Monitor workflow of projects to keep vendors on contracted timeline dictated in RFP for access control.
- Monitor workflow for billing to the proper requestor of hardware and or software.
- Work in conjunction with UBPD IT and University at Buffalo IT to maintain the integrity and proper operation of the Access Control system with the Rules management integration component.
- Monitor and update permissions in access control software for sub-managers and follow up on requests for access following policy with police administration input.
- May also be asked to assist the Police Technology team/ IT group.

University Police is a 24/7 operation. This position may be required to respond after business hours for emergencies.

Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.

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- 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

- Bachelors degree with 3 years of experience **or** masters degree or professional certification with 1 year of experience
- Excellent communication skills with vendors, suppliers, and co-workers.
- Computer literacy skills that include experience with a workflow management system, and Microsoft Office Suite.
- The ability to comprehend and utilize software in relation to access control.
- The ability to problem solve and rectify minor issues that arise in an access control system which may be as simple as panel resets or minor hardware issues.
- This position requires traveling within and between campuses.
- A valid license to operate a motor vehicle in New York State is required.

Preferred Qualifications

- Knowledge of Lenel/Honeywell software and ability to comprehend and be trained on the DARM system along with the Access Control System for the University at Buffalo.
- Four years of related access control preferred, and Lenel system certifications including system administration.
- Strong problem-solving skills in relation to hardware and software for access control systems for a quick resolution of interruptions.
- Computer literacy skills that include experience with or the ability to learn a workflow management system, and Microsoft Office Suite.

Salary Range

\$80,000 - \$115,000

Special Instructions Summary

Is a background check required for this posting?

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Yes

Contact Information

Contact's Name: Gregory Sauers

Contact's Pronouns: He/him/his

Contact's Title: Deputy Chief of Administration

Contact's Email: gsauers@buffalo.edu

Contact's Phone: 716-645-8926

Posting Dates

Posted: 06/02/2025

Deadline for Applicants:

Date to be filled: 07/17/2025

jeid-6bcfe5bd5306d64b91b2534e1c17c189

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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