

**Program Coordinator
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=258372>

Downloaded On: Jun. 18, 2025 1:38am

Posted Jun. 17, 2025, set to expire Aug. 4, 2025

Job Title Program Coordinator
Department School of Dental Medicine
Institution University at Buffalo
Buffalo, New York

Date Posted Jun. 17, 2025

Application Deadline 06/13/2026
Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Finance/Investment Management
Communications/Public Relations

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Job Description

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Program Coordinator, School of Dental Medicine

Position Information

Position Title: Program Coordinator, School of Dental Medicine

Department: School of Dental Medicine

Posting Link: <https://www.ubjobs.buffalo.edu/postings/57531>

Job Type: Full-Time

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Posting Detail Information

Position Summary

The **School of Dental Medicine** seeks talented individuals to join our team as a **Program Coordinator**. In this role, you will be responsible for the coordination and administrative support of programs within both our academic and administrative departments. This position requires strong organizational and project management skills, initiative, adaptability, excellent follow through and the ability to work with diverse population at all levels of the organization. Working directly with Department Chairs and Administrative Directors, you serve as the primary coordinator for departmental activities and liaise with the SDM central administration. The individual must have a demonstrated commitment to working both collaboratively and independently to advance the Schools objectives.

Responsibilities include but are not limited to:

- Serve as liaison for the department chair or director with other parts of the school with respect to administrative matters.
- Coordinate operational processes throughout and to completion of the programs.
- Oversee planning and execution of events, which include developing proactive project plans, managing day-of logistics, and collecting/evaluating post-event feedback.
- Work with program director to develop budget/track expenses and ensure compliance to university policies and procedures.
- Serve as primary departmental contact for both internal and external constituents - setting agendas, scheduling meetings, and coordinating communications.
- Maintain lists and databases of key program metrics and other critical time sensitive deliverables.
- Assist with recruitment faculty, staff, and students - facilitating new employee onboarding and access.
- Perform other duties as assigned by the chair or director.

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.

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Minimum Qualifications

- Bachelors degree **OR**
- Associates degree with 2 years of related experience

Preferred Qualifications

- Strong technology skills to include effective utilization of Microsoft Office (Word, Excel, PowerPoint and Outlook)
- Experience in administrative support in an academic or similar institution
- Experience with post graduate programs
- Experience in finance in higher education, other higher education administration, sponsored projects administration
- Event planning experience
- Additional skills in tracking of finances and spreadsheets, and in communication (listening, written and oral), customer service, problem solving, and effectively performing as part of a team.

Salary Range

\$49,261 - \$55,000

Special Instructions Summary

Is a background check required for this posting?

Yes

Contact Information

Contact's Name: Carrie Woodrow

Contact's Pronouns:

Contact's Title: SDM Chief of Staff

Contact's Email: carriewo@buffalo.edu

Contact's Phone: 716-645-1786

Posting Dates

Posted: 06/13/2025

Deadline for Applicants:

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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

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