

Opportunity Hub Coordinator, VPIE Overseas Programs University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=259957>

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Posted Jul. 21, 2025, set to expire Jul. 31, 2025

Job Title	Opportunity Hub Coordinator, VPIE Overseas Programs
Department	VPIE Overseas Programs
Institution	University at Buffalo Buffalo, New York
Date Posted	Jul. 21, 2025
Application Deadline	07/31/2025
Position Start Date	Available immediately
Job Categories	Coordinator Professional Staff
Academic Field(s)	Student Services Human Resources
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Job Description

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Opportunity Hub Coordinator, VPIE Overseas Programs

Position Information

Position Title: Opportunity Hub Coordinator, VPIE Overseas Programs

Department: VPIE Overseas Programs

Posting Link:

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<https://www.ubjobs.buffalo.edu/postings/58056>

Job Type: Varies

Posting Detail Information

Position Summary

The University at Buffalo (UB) is seeking a dynamic and student-centered **Opportunity Hub Coordinator** to coordinate internship experience initiatives for students in UBs Singapore-based undergraduate degree programs. This position plays a critical role in advancing students career readiness by cultivating experiential learning pathways, including internships, industry partnerships, and career development initiatives.

The Coordinator will be based at the campus of the Singapore Institute of Management (SIM), in Singapore. The Coordinators responsibilities will include, among others:

- Developing and implementing strategies to connect students with relevant internship opportunities, with a focus on opportunities in Singapore
- Working closely with students to identify career interests and match them with relevant industry placements.
- Cultivating and sustaining partnerships with employers and organizations across industries, and actively building new partnerships to expand the pool of student opportunities
- Coordinating and implementing career-related events in partnership with faculty and campus stakeholders
- Working closely with faculty and academic leadership to embed career development initiatives across the curriculum
- Maintaining centralized internship records and tracking systems, and use data to inform continuous improvement of programs and services

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Employment in this position is contingent upon receipt of employment authorization from the Government of Singapore.

Please note the salary range of this position reflects a full-time appointment. Actual salary will be prorated based on the full-time equivalent (FTE) of the appointment.

Learn more about the [UB/SIM Program](#) and the range of undergraduate degree programs offered in partnership with the Singapore Institute of Management (SIM) in Singapore.

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](#).

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 Education, Business, Human Resources, or a related field
- Three years of related work experience, such as experience in career services, internship coordination, employer engagement, or student affairs
- Strong relationship-building and communication skills
- Demonstrated ability to liaise effectively in an international environment

Preferred Qualifications

- Experience designing educational or career development programs preferred
- Familiarity with internship platforms, career services software, or CRM tools

Physical Demands

Salary Range

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\$63,000 - \$64,000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Marlies Borzynski

Contact's Pronouns:

Contact's Title: Project Staff Assistant

Contact's Email: marliesv@buffalo.edu

Contact's Phone: 716-645-4894

Posting Dates

Posted: 07/17/2025

Deadline for Applicants: 08/18/2025

Date to be filled: 08/18/2025

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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