

Community Liaison University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=260094>

Downloaded On: Jul. 25, 2025 11:41am

Posted Jul. 23, 2025, set to expire Aug. 4, 2025

Job Title Community Liaison
Department History
Institution University at Buffalo
Buffalo, New York

Date Posted Jul. 23, 2025

Application Deadline 07/22/2026
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Communications/Public Relations

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Job Description

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Community Liaison

Position Information

Position Title: Community Liaison

Department: History

Posting Link: <https://www.ubjobs.buffalo.edu/postings/58134>

Job Type: Full-Time

Posting Detail Information

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Position Summary

The Community Liaison will identify and work with community partners to involve them in the work of the program. They will identify partners, and work with them to build collaborations. They will work with the partners in projects such as in doing oral histories, writing projects and other arts related activities. The Community Liaison will be part of a collaborative team that includes the Center for Disability Studies and the Gender Institute on a project funded by the Mellon Foundation, "Communities of Care," focused on networks and relations of care and the pursuit of disability justice, especially within marginalized communities. The Communities of Care project will build connections between the University at Buffalo and the broader Western New York area. The Community Liaison will coordinate with the Communities of Care research team, including study directors, the program manager, postdoctoral fellows, graduate research assistants, and the advisory board.

Key accountabilities and responsibilities include but are not limited to:

- Oversee all relations with community partners.
- Assist with event planning, particularly as it relates to the community.
- Assist with the planning and execution of oral history interviews, facilitated writing projects, arts initiatives, and other grant related initiatives in the community.
- Work collaboratively with staff, faculty, graduate students, and community members.

Outstanding Benefits Package

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. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more 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](#).

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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, and related experience, or an equivalent combination of education and experience.
- Experience working with community groups and/or community organizing
- Excellent oral, written and interpersonal skills, able to communicate clearly and respectfully with diverse populations including faculty, senior leadership, staff, students, guests and community members.
- Possess a strong sense of accountability and be self-motivated.
- Experience with program and/or event planning.
- Possess and display a high-level of customer service to all constituents
- Experience creating social media content and **using Microsoft Office**

Preferred Qualifications

- Post-secondary degree (Associate, Bachelor, Master, or other graduate training)
- More than two years of experience working with community groups and/or community organizing
- Experience working with disability justice and/or social justice projects.
- Experience in higher education environment.
- Experience working with University at Buffalo
- Experience with universal design and/or creating accessible content and events.

Physical Demands

Salary Range

\$62,220

Special Instructions Summary

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No

Contact Information

Contact's Name: Michael Rembis

Contact's Pronouns: He/Him

Contact's Title: Principal Investigator

Contact's Email: marembis@buffalo.edu

Contact's Phone: 716-645-8403

Posting Dates

Posted: 07/22/2025

Deadline for Applicants: 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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