

Associate Planner, UB Regional Institute  
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=260281>

Downloaded On: Jul. 26, 2025 5:10pm

Posted Jul. 25, 2025, set to expire Aug. 4, 2025

**Job Title** Associate Planner, UB Regional Institute  
**Department**  
**Institution** University at Buffalo  
Buffalo, New York

**Date Posted** Jul. 25, 2025

**Application Deadline** 07/24/2026  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Institutional Advancement

**Apply Online Here** <https://apptrkr.com/6406914>

**Apply By Email**

**Job Description**

Image not found or type unknown



**Associate Planner, UB Regional Institute**

**Position Information**

**Position Title:** Associate Planner, UB Regional Institute  
**Department:** The Regional Institute  
**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/58199>  
**Job Type:** Full-Time

**Posting Detail Information**

Associate Planner, UB Regional Institute  
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=260281>

Downloaded On: Jul. 26, 2025 5:10pm

Posted Jul. 25, 2025, set to expire Aug. 4, 2025

## Position Summary

The **UB Regional Institute (UBRI)**, a research and policy center at the University at Buffalo School of Architecture and Planning, seeks an **Associate Planner** to provide support for research and data analysis, outreach, and communications for a wide range of projects related to sustainability, economic development, workforce development, urban planning and climate action. This will include:

- Support local municipalities with planning for sustainability, with a focus on engagement in the NYSEDA "Clean Energy Communities" and NYS DEC "Climate Smart Communities Program."
- Support development of resources (guidance documents, web tools, trainings, etc.) to assist community partners with project and planning goals.
- Assist with the design and implementation of online and in-person public engagement programming and surveys.
- Collect and analyze data and information in support of projects. Topic areas may include population, demographics, energy, economic development, workforce development, transportation, housing, land use, health and public policy.
- Synthesize feedback and notes from public engagement events such as focus groups, stakeholder meetings, and workshops.
- Assess data for trends, comparative patterns and anomalies.
- Write about findings and prepare charts, graphs and maps for print and online media.

## 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.*

Associate Planner, UB Regional Institute  
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=260281>

Downloaded On: Jul. 26, 2025 5:10pm

Posted Jul. 25, 2025, set to expire Aug. 4, 2025

### Minimum Qualifications

- A Bachelors Degree from an accredited institution relating to the research (including but not limited to urban and regional planning, public policy, business, or geography);
- Academic or other experience relevant to the position, including interest and knowledge of urban planning and policy development, sustainability, clean energy, economic development and community development;
- Excellent writing, organizational, interpersonal, and time management skills;
- Ability to work independently and collaboratively in a deadline-driven environment;
- Familiarity with regional, state and national data sources on a variety of project topics;
- High comfort level working with various types of datasets and analytical/statistical methods;
- Excellent computer skills, including proficiency in Microsoft Excel
- Ability to arrange transportation to community meetings within the region.

### Preferred Qualifications

- Masters Degree in a relevant field such as urban and regional planning, business, public policy, or geography;
- Familiarity with virtual meeting and collaboration tools (Zoom, virtual whiteboards);
- Familiarity with online survey platforms (Google Forms, Qualtrics, SurveyMonkey);
- Familiarity with Adobe Creative Suite (Illustrator, InDesign, etc.);
- Database experience (Microsoft Access, etc.)
- Experience with ESRI ArcGIS;
- Strong knowledge base of the Buffalo Niagara region;
- Reliable transportation to travel within the region for community meetings.

### Physical Demands

### Salary Range

\$50,000 - \$60,000

Associate Planner, UB Regional Institute  
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=260281>

Downloaded On: Jul. 26, 2025 5:10pm

Posted Jul. 25, 2025, set to expire Aug. 4, 2025

### Special Instructions Summary

Please include a writing sample that demonstrates topics related to urban planning, policy, sustainability, or data analysis in the **Documents Needed to Apply** section.

### Is a background check required for this posting?

No

### Contact Information

**Contact's Name:** Jennifer Crawford

**Contact's Pronouns:**

**Contact's Title:** Office Administrator

**Contact's Email:** jacrawfo@buffalo.edu

**Contact's Phone:** 716-878-2440

### Posting Dates

**Posted:** 07/24/2025

**Deadline for Applicants:** Open Until Filled

**Date to be filled:** 09/01/2025

### Contact Information

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

### Contact

N/A

University at Buffalo

,

Associate Planner, UB Regional Institute  
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=260281>

Downloaded On: Jul. 26, 2025 5:10pm

Posted Jul. 25, 2025, set to expire Aug. 4, 2025