

Talent Management Coordinator, University Advancement University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=260844>

Downloaded On: Aug. 7, 2025 8:43pm

Posted Aug. 7, 2025, set to expire Aug. 4, 2026

Job Title	Talent Management Coordinator, University Advancement
Department	
Institution	University at Buffalo Buffalo, New York
Date Posted	Aug. 7, 2025
Application Deadline	08/04/2026
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Human Resources
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Talent Management Coordinator, University Advancement

Position Information

Position Title: Talent Management Coordinator, University Advancement

Department: University Advancement

Posting Link: <https://www.ubjobs.buffalo.edu/postings/58328>

Job Type: Full-Time

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Posting Detail Information

Position Summary

Join a team that's shaping the future at the University at Buffalo!

The Division of [University Advancement](#) is seeking a highly organized, proactive, and people-focused **Talent Management Coordinator** to support a comprehensive and evolving staff development program. This role plays a key part in advancing a positive and inclusive work culture while enhancing employee engagement, training, and retention efforts across the division.

Reporting to the Director of Training and Staff Development, the Talent Management Coordinator will:

- Assist with planning and promoting staff training, onboarding, and professional development.
- Coordinate morale-boosting and recognition activities that celebrate staff achievements.
- Support our mentoring program and Employee Value Proposition to help retain and engage top talent.
- Manage internal communications and our professional LinkedIn presence.
- Partner with teams across the division to build a workplace that values inclusion, growth, and collaboration.

This is an exciting opportunity for someone passionate about employee engagement, culture-building, and making a meaningful impact in a mission-driven environment.

Come grow with us-and help UB grow, too.

Division of University Advancement

UB's Division of University Advancement plays a pivotal role in driving our mission forward.

With the historic \$1 billion Boldly Buffalo campaign, which concluded in June 2024 with support from over 80,000 alumni and donors, we have built momentum for the future. Now, we're setting our sights even higher aiming to elevate UB into the nation's Top 25 public research universities within the next decade.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including

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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. Visit our benefits website to learn about our [benefit packages](#).

About UB

The University at Buffalo is SUNY's most comprehensive public research university, and an outstanding place to work. UB amplifies ambition for faculty and staff by offering endless possibilities to achieve more. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. Dedicated staff and engaged faculty collaborate to further knowledge and understanding, and develop tenacious graduates who are valued for their talents and their impact on global society. Visit our website to learn more about the [University at Buffalo](#).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Minimum Qualifications

- Bachelors degree
- 2 years of professional level experience or a combination of equivalent level professional and volunteer experience.
- Excellent written and oral communication skills; strong interpersonal/customer service skills.
- Technical/digital competence.
- Strong project-management skills, delivering projects on tight deadlines.
- Self-starter with track record of taking ownership and successfully delivering results in a fast-paced, dynamic environment.
- Demonstrated commitment to collaboration as well as the ability to work well both independently and collectively.

Preferred Qualifications

Physical Demands

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Salary Range

\$54,302 - \$57,000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Judith Mackey

Contact's Pronouns:

Contact's Title: Human Resources Officer

Contact's Email: jmackey@buffalo.edu

Contact's Phone: 716-645-1526

Posting Dates

Posted: 08/04/2025

Deadline for Applicants: Open Until Filled

Date to be filled: 08/25/2025

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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