

**Property Operations Coordinator
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=262737>

Downloaded On: Sep. 19, 2025 8:15pm

Posted Sep. 19, 2025, set to expire Nov. 3, 2025

Job Title Property Operations Coordinator
Department U.B. Foundation
Institution University at Buffalo
Buffalo, New York

Date Posted Sep. 19, 2025

Application Deadline 11/03/2025
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Institutional Advancement
Facilities/Maintenance/Transportation

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Job Description

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Property Operations Coordinator

Position Information

Position Title: Property Operations Coordinator

Department: U.B. Foundation

Posting Link: <https://www.ubjobs.buffalo.edu/postings/59033>

Job Type: Full-Time

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Posting Detail Information

Position Summary

Your future begins here - great benefits, great people. Join us today! [The University at Buffalo Foundation \(UBF\)](#) is searching for a **Property Operations Coordinator** to join our team. The Property Operations Coordinator plays a key role within the University at Buffalo Foundation (UBF), with a primary focus on the day-to-day operations of The Commons, UBF's commercial retail and office facility on the University at Buffalo (UB) North campus.

The position is responsible for managing tenant relationships, lease administration, and rent collection for approximately 40 tenants.

Work Hours: This position requires availability during non-standard hours, including evenings and weekends, to respond to emergencies and tenant needs. The ideal candidate will bring a balance of operational management and financial acumen.

Responsibilities include, but are not limited to:

PROPERTY OPERATIONS (40%)

- Oversee the daily operations of The Commons, including service contracts, tenant relations, leasing, and vendor coordination.
- Coordinate with outsourced property management company and maintenance vendors to ensure timely repairs and preventive maintenance.
- Respond to tenant inquiries and resolve issues professionally and efficiently.
- Review and approve routine maintenance projects under \$10,000.
- Evaluate maintenance contracts annually and recommend improvements.

FINANCIAL OVERSIGHT AND REPORTING (20%)

- Assist in preparing the annual operating budget for The Commons.
- Develop multi-year capital project budget projections for leadership and board approval.
- Monitor operating expenses and support cost control efforts.
- Provide regular reports on rent collections, financial performance, and occupancy levels.

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RENT COLLECTION (15%)

- Track rent payments from tenants at The Commons and other UBF properties.
- Ensure timely invoicing and follow-up on outstanding balances.
- Oversee the rent collection process, including late payment reminders and tenant resolution efforts.

LEASE MANAGEMENT (10%)

- Support the creation and administration of new lease agreements.
- Monitor lease renewals and assist with tenant retention strategies.
- Screen prospective new tenants and help prepare letters of intent.
- Collaborate with third-party leasing consultants and evaluate their performance annually.

OTHER PROPERTY OPERATIONS (15%)

- Coordinate with UBs Campus Living team on operational matters for six UBF-owned student housing complexes.
- Collaborate with UBs Real Estate & Property Management team on other UBF-owned properties, including a technology incubator, art gallery, and private residence.
- Compile and prepare documentation for timely insurance claims across all UBF properties.

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.

Minimum Qualifications

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- Bachelors degree, ideally with focus in business administration, accounting, or real estate.
- Proficiency in Microsoft Office, especially Excel.
- Strong communication and interpersonal skills to effectively communicate with tenants
- High attention to detail and organizational ability
- Ability to work independently and manage multiple priorities
- Proactive, self-motivated, and adaptable
- Strong time-management skills and problem solving skills
- Collaborative and professional in interactions with tenants, vendors, and colleagues
- This position requires availability during non-standard hours, including evenings and weekends, to respond to emergencies and tenant needs.

Preferred Qualifications

- 5 or more years of experience in property management, operations, or finance.
- Certified Property Manager (CPM) designation.
- Experience in property accounting or real estate financial management.
- Familiarity with lease agreements and property regulations.
- Experience with property management software (e.g. Yardi) preferred.

Physical Demands

- Occasionally ascends/descends stairs and ladders to access various parts of buildings, including rooftops and basements.
- Frequently positions self to inspect equipment or maintenance issues, including bending, kneeling, and reaching.
- Frequently moves and transports items weighing up to 25 pounds, such as small equipment.

Salary Range

\$62,000 - \$74,000

Special Instructions Summary

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Is a background check required for this posting?

Yes

Contact Information

Contact's Name: Lisa Adamshick

Contact's Pronouns:

Contact's Title: Senior Manager, HR/Benefits

Contact's Email: ladamshi@buffalo.edu

Contact's Phone: 716-645-8726

Posting Dates

Posted: 09/16/2025

Deadline for Applicants: Open Until Filled

Date to be filled: 11/03/2025

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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