

Project Coordinator, Asia Research Institute
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=262738>

Downloaded On: Sep. 19, 2025 8:16pm

Posted Sep. 19, 2025, set to expire Oct. 15, 2025

Job Title Project Coordinator, Asia Research Institute
Department Asia Research Institute
Institution University at Buffalo
Buffalo, New York

Date Posted Sep. 19, 2025

Application Deadline 10/15/2025

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Research/Technical/Laboratory

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Job Description

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Project Coordinator, Asia Research Institute

Position Information

Position Title: Project Coordinator, Asia Research Institute

Department: Asia Research Institute

Posting Link: <https://www.ubjobs.buffalo.edu/postings/59128>

Job Type: Full-Time

Posting Detail Information

Project Coordinator, Asia Research Institute
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Position Summary

The University at Buffalo's [Asia Research Institute \(ARI\)](#) seeks a **Program Coordinator** to support the administration of a five-year core university grant from the Academy of Korean Studies as well as other ARI programs. The Program Coordinator will work with faculty, staff and students to plan and implement conferences, lectures, and other events. The program coordinator will also provide business support for events, manage publicity and promotional materials, and help prepare reports.

Duties will include:

- Planning, publicizing and implementing various programs and events, such as:
 - an annual Korean studies conference
 - an ongoing Korea lecture series
 - an annual Korea artist-in-residence program
- Managing all facets of event implementation including supporting travel arrangements, securing venues, ordering refreshments, and providing on-site support
- Providing logistical support for the UB Korean Language Programs public events
- Publicizing and administering faculty research and conference travel grant programs
- Supporting record-keeping; helping prepare reports

The [Asia Research Institute \(ARI\)](#) is a multidisciplinary hub and collaborative space for research and education about Asia and its diasporic communities. Housed within the Office of International Education, ARI aims to establish UB's prominence on cutting-edge research and important contemporary issues in Asia and Asian diaspora, provide regional and national leadership on Asia-related research, and further strengthen UB's international partnerships. ARI provides enriching research and experiential learning opportunities about Asia for students and engages with the university as well as local communities-in particular, Asian American and Asian heritage communities-through educational and cultural programming to promote a diverse and inclusive environment.

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](#).

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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 plus up to 2 years related experience with program management and/or event planning, or an equivalent combination of education and experience
- Demonstrated ability to work collaboratively as a member of a project team
- Excellent oral and written communication skills excellent interpersonal skills including the ability to collaborate effectively with individuals from a wide variety of backgrounds
- Ability to provide a high level of customer service to all constituents
- Experience with Microsoft Office, especially Excel and Outlook
- Enthusiasm for international education and learning about Korea
- Ability to work occasional non-standard (evening and weekend) hours
- Authorized to work in the United States on a full-time basis

Preferred Qualifications

- Two years of experience working in a higher education environment, including experience working collaboratively with faculty members
- Experience managing multiple events and administrative tasks concurrently
- Training or experience in graphic design for posters, event programs, and social media
- Knowledge of Korean language (reading, writing, speaking)

Physical Demands

Salary Range

\$53,000 - \$57,000

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Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Bruce Acker

Contact's Pronouns:

Contact's Title: Assistant Director

Contact's Email: asiainstitute@buffalo.edu

Contact's Phone: 716-645-2580

Posting Dates

Posted: 09/18/2025

Deadline for Applicants: 10/15/2025

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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