

## Anatomical Gift Program Operations Manager University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=263376>

Downloaded On: Oct. 3, 2025 4:07pm

Posted Oct. 3, 2025, set to expire Aug. 4, 2026

**Job Title** Anatomical Gift Program Operations Manager  
**Department** Pathology and Anatomical Sciences Department  
**Institution** University at Buffalo  
Buffalo, New York

**Date Posted** Oct. 3, 2025

**Application Deadline** 10/01/2026  
**Position Start Date** Available immediately

**Job Categories** Classified Staff

**Academic Field(s)** Institutional Advancement

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**Job Description**

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**Anatomical Gift Program Operations Manager**

### Position Information

**Position Title:** Anatomical Gift Program Operations Manager  
**Department:** Pathology and Anatomical Sciences Department  
**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/59364>  
**Job Type:** Full-Time

### Posting Detail Information

## Anatomical Gift Program Operations Manager University at Buffalo

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### Position Summary

The **Department of Pathology and Anatomical Sciences (PAS)** is seeking an Operations Manager to serve as administrative support for the Gross Anatomy Lab and Anatomical Gift Program (AGP) to ensure day-to-day operational tasks, policies and protocols are being executed and current. In this role, you will be the contact person for donor families, hospitals, donations, and invoicing for external and internal vendors. This position will work closely with the PAS Faculty & Staff, AGP Funeral Directors, Gross Laboratory Staff and be effective to communicator with donor families, vendors and other program affiliates. In this role you will:

- Spearhead the AGP billing and invoicing process, ensuring proper internal controls while monitoring for outstanding receivables.
- Maintain AGP Database, website linked to PAS website, donor cards, posting donations, returning cremains to donor families, purchase orders related to AGP Program through ShopBlue, and financial reporting, billing and work with PAS Office & Jacobs School Unit Business Office (UBO) to reconcile accounts timely.
- Develop long-term workflow processes to accept donations and ensure that they channel through the system appropriately and efficiently.
- Generate and approve procurement card purchases and payment requests through PAS Office Staff, including all associated costs for biannual Memorial Service, supplies and equipment.
- Assist with the implementation of Blue Services (iLabs) a modular
- Provide administrative oversight and serve as supervisor on file for AGP Funeral Directors, who will receive day-to-day direction and guidance on work objectives from the AGP Director

### 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 the great **benefits** the University at Buffalo has to offer.

### About The University at Buffalo

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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 [University at Buffalo](#).

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

Bachelors degree with 2 years of experience.

### Preferred Qualifications

### Physical Demands

### Salary Range

\$57,151 - \$65,000

### Special Instructions Summary

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

No

### Contact Information

**Contact's Name:** Laquitta Reid

**Contact's Pronouns:**

**Contact's Title:** Senior Staff Assistant

**Contact's Email:**

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laquitta@buffalo.edu

**Contact's Phone:** 716-829-2847

**Posting Dates**

**Posted:** 10/01/2025

**Deadline for Applicants:**

**Date to be filled:** 11/01/2025

**Contact Information**

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

**Contact**

N/A

University at Buffalo

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