

Direct Link: https://www.AcademicKeys.com/r?job=263376
Downloaded On: Dec. 3, 2025 11:32am
Posted Oct. 3, 2025, set to expire Aug. 4, 2026

Job Title Anatomical Gift Program Operations Manager

Pepartment 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



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Position Summary

The <u>Department of Pathology and Anatomical Sciences (PAS)</u> 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.
- o 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?

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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