

**Workforce Development Coordinator
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=269179>

Downloaded On: Dec. 5, 2025 5:24pm

Posted Dec. 5, 2025, set to expire Dec. 19, 2025

Job Title Workforce Development Coordinator
Department Educational Opportunity Center
Institution University at Buffalo
Buffalo, New York

Date Posted Dec. 5, 2025

Application Deadline 12/19/2025
Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Educational Services
Student Services

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Job Description

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Workforce Development Coordinator

Position Information

Position Title: Workforce Development Coordinator

Department: Educational Opportunity Center

Posting Link: <https://www.ubjobs.buffalo.edu/postings/60184>

Job Type: Full-Time

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Posting Detail Information

Position Summary

The **Buffalo Educational Opportunity Center (BEOC)** is seeking applicants for a Workforce Development Coordinator who will be responsible for the day-to-day operations of the BEOCs Buffalo Build Skilled Trades Pre-Apprenticeship Program and other workforce development programming.

Key responsibilities of this position will include:

- Administer the workforce development programs at the BEOC including but not limited to Buffalo Build, construction, and CDL.
- Schedule appropriate certification and training sessions (Flagging course, OSHA 10, CDL Learners Permit, etc.) with internal and external trainers and manage all administrative components of certification completion.
- Supervise instructors, adjunct instructors, and trainers.
- Identify and pursue opportunities to partner with industry players (union halls, employers, etc.), community organizations, and non-profits.
- Create, maintain, and update a course syllabus.
- Teach up to 20 contact hours per week as needed.
- Research appropriate curricular resources (textbooks, supplies, tools, etc.) and ensure that all needed items are ordered and available for program use.
- Provide instructional and industry-related training and guidance to program instructors, adjunct instructors, and trainers as needed.
- Maintain current understanding of industry standards, employment demands, major upcoming projects and their statuses, entry requirements into union halls, etc.
- Support classroom instruction by modeling how to teach effective lessons, and/or teaching when instructors are unavailable.
- Coordinate with union halls and employers to assist with student placement into an apprenticeship program or job opportunity of interest. This includes supporting student applications, interviews, and all other components required for student entrance into apprenticeship programs within prospective union halls.
- Coordinate with the Student Support Services Unit to track and support student placement into apprenticeships and/or job placement.
- Run attendance reports and work with program counsellor to support consistent and sufficient student participation in the programs.
- Participate in and support information sessions for prospective students, as well as program orientations for current students.

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- Support the admission of new students into the programs by interviewing prospective students to determine their suitability for their workforce program(s) of interest.

About The Buffalo Educational Opportunity Center

The [Buffalo Educational Opportunity Center](#) (BEOC) is an adult education enterprise, of the State University of New York, University Center for Academic and Workforce Development (UCAWD), with an annual enrollment of 1,940 students, that provides urban and/or disadvantaged residents in the Western New York area with tuition-free academic programs, workforce development training and certifications, and gainful employment opportunities. The mission of BEOC is to produce lifelong learners who are self-directed, empowered, and committed to excellence. Residents of the surrounding Buffalo community are provided a range of services designed to develop the academic and workforce development skills necessary to become self-sufficient. Programs and services are structured to adapt to the needs of our students - as well as to the demands of our community - and serve as first steps toward the attainment of long-term educational and employment skills.

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](#).

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 in specialized field as defined by the project or in a field related to the project.
- 3 years of experience in a training or administrative/supervisory position, including special knowledge on the principles of effective training applications.
- Excellent organizational and communication skills (both oral and written) and be able to work well with union halls and their leaders/ reps, employers, BEOC Senior Staff, instructors/faculty, adjunct instructors and trainers, Administrative Staff, and outside organizations/community partners.
- Must be available to work weekends and evenings on occasion.
- Must have a strong working knowledge of best practices in field.
- Strong analytical, problem solving, and interpersonal skills.
- Computer literate in Microsoft Office Suite and Outlook.

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- An equivalent combination of education and experience will be considered.

Preferred Qualifications

- Advanced degree or professional certification.
- Achieved position of Journeyman within a labor union.
- Experience training others in an educational environment.
- Experience working as part of a team.
- Supervisory experience.
- Project coordination experience.
- Experience working with academically under-prepared and/or economically disadvantaged adults.

Physical Demands

Salary Range

\$76,000 - \$82,000

Special Instructions Summary

This position is funded until 12/31/26 by a grant from the New York State Office of Strategic Workforce Development and is subject to the continued availability of funds from this grant.

Is a background check required for this posting?

Yes

Contact Information

Contact's Name: Jacqueline Boyd

Contact's Pronouns:

Contact's Title: Director of Instructional Services

Contact's Email: jmboyd@buffalo.edu

Contact's Phone: 716-645-1900

Posting Dates

Posted: 12/05/2025

Deadline for Applicants: 12/19/2025

Date to be filled:

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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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