

Program Coordinator for Academic Affairs, School of Law  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=225890>

Downloaded On: May. 14, 2024 1:52pm

Posted Nov. 17, 2023, set to expire Aug. 4, 2024

<b>Job Title</b>	Program Coordinator for Academic Affairs, School of Law
<b>Department</b>	Law School
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Nov. 17, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/46557">https://www.ubjobs.buffalo.edu/postings/46557</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

The University at Buffalo School of Law is seeking a Program Coordinator for Academic Affairs .  
This position duties are, but not limited to:

- Final Exam Coordination
- Recruitment/Employment Coordinator
- Data collection and maintenance
- Public Relations

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The University at Buffalo [School of Law](#) — the only law school in the State University of New York system — is situated on the flagship campus of a world-class research intensive public university, the largest in the northeastern United States. 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.

### **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. Visit our benefits website to learn about our [benefit packages](#).

### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's 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 the [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**

- Associates degree with 2 years of experience or bachelor's degree. Equivalent combination of education and/or experience may be substituted for the degree.
- Higher Education or law related experience.
- Customer service, database / data management (excel and other software)

### **Contact Information**

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

**Contact**

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