

Global and Community Outreach Program Coordinator,
Pharmacy
University at Buffalo, The State University of New York

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Posted Dec. 1, 2023, set to expire Aug. 4, 2024

Job Title	Global and Community Outreach Program Coordinator, Pharmacy
Department	Pharmacy
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 1, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Communications/Public Relations
Job Website	https://www.ubjobs.buffalo.edu/postings/46803
Apply By Email	
Job Description	

Position Summary

The University at Buffalo [School of Pharmacy and Pharmaceutical Sciences](#) (SPPS) is seeking a **Global and Community Outreach Program Coordinator** to support the school's global and community outreach activities. As an active member of the outreach team, you will provide administrative support to the Director of Global and Community Outreach and Director of the UB Center for Integrated Global Biomedical Sciences (CIGBS).

In this role, the program coordinator will:

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- Communicate with internal and external partners
- Coordinate meetings/events that connect with global and community outreach
- Coordinate educational activities and track/document outcomes
- Facilitate micro-credentials and digital badges relating to global health.

The ideal candidate will:

- Have excellent interpersonal skills, including verbal and written communication.
- The candidate must be able to communicate and operate effectively in a diverse community of students and faculty.
- Be able to multitask with accuracy and attention to detail while meeting appropriate deadlines and timeframes.
- Have a strong work ethic, be able to demonstrate flexibility, work independently, think critically, and exercise good judgement and follow through.
- Have strong organizational and computer skills with proficiency in Microsoft Office applications.

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.

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Minimum Qualifications

- Bachelor's degree

Preferred Qualifications

- Experience in higher education, working with faculty, staff, and students.
- Experience with University at Buffalo policies and procedures.
- Experience with University at Buffalo systems (CLICK, ShopBlue E-Req, E-PTF,).

Contact Information

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

Contact

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