

Assistant Director
University at Buffalo, The State University of New York

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Posted Jan. 17, 2024, set to expire Aug. 4, 2024

Job Title	Assistant Director
Department	SSW Research Projects
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 17, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate/Assistant Director
Academic Field(s)	Research/Technical/Laboratory
Job Website	https://www.ubjobs.buffalo.edu/postings/47578

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Job Description

The position is responsible for overseeing and managing staff, and a key role in the management of grants at the [Institute on Trauma and Trauma-Informed Care](#) as part of the School of Social Work and Buffalo Center for Social Research.

This position will:

- Provide supervision of all staff, manage Institute-related administrative functions (including payments and expenses)
- Collaborate with Co-Director and Research Center Manager to provide high-level oversight of all project objectives, goals, and benchmarks
- Assist both Co-Directors in strategic planning and decision making around grant projects and personnel.
- Develop and deliver trauma-informed leadership training curriculum, and the provision of trauma-

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informed consultation and coaching to leaders within the grant projects.

The successful candidate will demonstrate excellent interpersonal, administrative, and organizational skills and have the ability to work both independently and with partners throughout NYS. The candidate will also be comfortable working in a fluid work environment where changes can occur quickly. Some responsibilities of this position can be addressed remotely; training/consultation deliveries and certain types of meetings will require being in-person (at ITTIC or travel to other locations as needed by grants).

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 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](#).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Contact Information

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

Contact

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