

Program Support Specialist, Family Medicine
University at Buffalo, The State University of New York

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Posted Feb. 29, 2024, set to expire Aug. 4, 2024

Job Title	Program Support Specialist, Family Medicine
Department	Family Medicine
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Feb. 29, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Graphic Design/Marketing Communications/Public Relations Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/48730

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Job Description

The University at Buffalo's [Department of Family Medicine](#) seeks a **Program Support Specialist**. This position will assist in the successful completion of New York State [AHEC System](#) health workforce development projects via programmatic outreach, advocacy, and support services, as well as serve as the direct support role for both the Rural Communities Opioid Response Program (RCORP) and Continuing Education Workshops and Trainings facilitated through the NYS AHEC System Statewide Office, as well as serve as back-up support as needed for the FARE grant, and any other grants/programs as assigned and needed.

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Minimum Qualifications

- Bachelor's Degree in Business Administration, Management, Education, Communications or Marketing degree, Public Health or related field and up to two years of related experience.
- A combination of education and experience will be considered in lieu of the degree requirement.
- Experience with Microsoft Office (Word, Excel, Access, Outlook, and PowerPoint).
- Excellent people skills including an ability to work with all levels of staff including entry level administrative assistants, AHEC Center Directors and large nonprofit Executives.
- Ability to work with a diverse constituency including academic students and faculty, centers and regional offices, community partners, funders, and government officials.
- Strong independent performer, who works well in fast paced environment, with exceptional focus on detail and follow-through skills for timely task completion.

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](#).

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

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Please reference Academickeys in your cover letter when
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Contact

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