

Program and Operations Manager
University at Buffalo, The State University of New York

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Posted Dec. 29, 2023, set to expire Aug. 4, 2024

Job Title	Program and Operations Manager
Department	History
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 29, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Multicultural Affairs/Diversity
Job Website	https://www.ubjobs.buffalo.edu/postings/47309

Apply By Email

Job Description

The **Program and Operations Manager** will be part of a collaborative team that includes the Center for Disability Studies and the Gender Institute on a project funded by the Mellon Foundation, "Communities of Care," focused on networks and relations of care and the pursuit of disability justice, especially within marginalized communities. The Communities of Care project will build connections between the University at Buffalo and the broader Western New York area.

The Program and Operations Manager will:

- Build strong and cooperative relationships with the university community and with the broader Buffalo community.
- Perform tasks and responsibilities that maximize the effectiveness of the Communities of Care program.
- Communicate regarding the institute with the rest of the university and with the community.

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- Independently manage the day-to-day workflow and projects within the office including personnel, finance, communications, and other administration.

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

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

Contact

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