

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

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Posted Mar. 1, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	Program and Operations Manager
<b>Department</b>	
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Mar. 1, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager
<b>Academic Field(s)</b>	Public Relations/Marketing Multicultural Affairs/Diversity
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/48705">https://www.ubjobs.buffalo.edu/postings/48705</a>

**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

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program.

- Communicate regarding the institute with the rest of the university and with the community.
- 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.

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**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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