

Director of Budget and Administrative Services,
Educational Opportunity Center
University at Buffalo, The State University of New York

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Posted Jul. 19, 2021, set to expire Nov. 18, 2021

Job Title	Director of Budget and Administrative Services, Educational Opportunity Center
Department	Educational Opportunity Center
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jul. 19, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Financial Planning/Budget Management Business & Administration
Job Website	https://www.ubjobs.buffalo.edu/postings/29542

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Job Description

Position Summary

The Buffalo Educational Opportunity Center (BEOC) seeks a Director of Budget and Administrative Services, SL5, who will be responsible for all aspects of fiscal management, budget recommendations, human resource and auxiliary enterprises, capital equipment, tech support, physical plant maintenance and the environmental health and safety.

This position supports the overall operations of the Center as it interacts with Center Senior Staff, the Executive Director, and serves as administrative liaison between campus fiscal offices, the Provost's Office, and the SUNY University Center for Academic and Workforce Development (UCAWD).

In this position you will:

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Provide fiscal oversight of the annual state operating budget and all grant funded projects

Prepare and respond to all fiscal reports.

Assist the Executive Director and Senior Staff in developing the Center, functional unit and budgets relative to State and Research Foundation funded projects.

Provide management oversight for contractual services.

Formulate and monitor administrative policies/operating guidelines.

Direct and oversee various administrative functions, including human resource services, office space, equipment and supplies, vendor management, IT services, facilities, and other support services.

Supervise of Administrative Services Unit staff, inclusive of responsibility of staff development, professional program development, performance, and appraisals.

Review operational protocols for security with security vendor, custodial staff, UB Facilities (Building & Trades), and Campus Dining.

Schedule room use for Center and supervise events for Conference Center.

Oversee Center operations and Faculty and Staff as needed.

About The Buffalo Educational Opportunity Center

The Buffalo Educational Opportunity Center (BEOC) is an adult education enterprise, of the State University of New York, University Center for Academic and Workforce Development (UCAWD), with an annual enrollment of 1,940 students. The mission of BEOC is to produce lifelong learners who are self-directed, empowered, and committed to excellence. Residents of the surrounding Buffalo community are provided a range of services designed to develop the academic and workforce development skills necessary to become self-sufficient. Programs and services are structured to adapt to the needs of our students — as well as to the demands of our community — and serve as first steps toward the attainment of long-term educational and employment skills.

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.

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.

Minimum Qualifications

Bachelor's Degree in Finance, Business Management or Business Administration .

5 years of relevant experience.

2 years of supervisory experience.



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High proficiency in Microsoft, Excel, Word, Access, and Oracle.

Experience in Event Planning.

Managerial experience in related areas is required (i.e., HVAC, mechanical and electrical areas, fire code and safety issues and maintenance, security contract management).

Strong organizational skills and the ability to establish priorities, manage multiple demands and projects.

Strong customer service, communication and interpersonal skills.

Ability to work effectively with all levels of faculty, staff, students, and external constituents.

Must be available to work weekends and evenings and have a strong working knowledge of best practices in field.

Preferred Qualifications

Master's Degree in Finance, Business Management or Business Administration.

3 years of supervisory experience.

Contact Information

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

Contact