

Assistant Director of Presidential Events
University at Buffalo

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Posted May 22, 2025, set to expire Aug. 4, 2025

Job Title Assistant Director of Presidential Events
Department
Institution University at Buffalo
Buffalo, New York

Date Posted May 22, 2025

Application Deadline 05/22/2026
Position Start Date Available immediately

Job Categories Associate/Assistant Director

Academic Field(s) Public Relations/Marketing

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Job Description

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Assistant Director of Presidential Events

Position Information

Position Title: Assistant Director of Presidential Events

Department: OTP Administrative Operations

Posting Link: <https://www.ubjobs.buffalo.edu/postings/57245>

Job Type: Full-Time

Posting Detail Information

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Position Summary

The University at Buffalo is seeking a highly organized, personable, and energetic **Assistant Director of Presidential Events** to support the planning and execution of a wide range of high-profile events hosted by the Office of the President and Office of University Events. The office coordinates roughly 150 events per year, including, but are not limited to, commencements, award ceremonies, speaking engagements, and both small and large-scale receptions and dinners. Events are highly visible and held at various locations on and off campus. This position plays a key role in advancing the university's strategic goals while enhancing relationships with students, faculty, staff, alumni, donors, and other distinguished guests.

The Assistant Director will be responsible for overseeing event logistics, guest management, and providing leadership in the execution of high-quality, impactful events. The ideal candidate is detail-oriented, highly organized, and skilled at managing complex event logistics. This role demands professionalism, discretion, and the ability to adapt to shifting priorities in a dynamic, fast-paced environment.

Key Responsibilities:

Presidential Events

- Manage all aspects of planning and executing a wide variety of events, including institutional, presidential, and university-wide events hosted by the president and/or their spouse. Specific duties include guest list strategy, invitation design and distribution, event promotion, venue and physical setup configuration, program logistics, catering, entertainment, photography, and decorations.
- Serve as the primary point of contact and staff presence at events, ensuring high-level hospitality for a variety of guests, including alumni, donors, community leaders, faculty, staff, students, and government officials. Provide leadership in managing event logistics to ensure that all event components meet university standards.
- Collaborate with various university offices, including University Advancement, the Office of the Provost, University Communications, Three Pillars Catering, and University Facilities, to successfully execute events. Foster strong working relationships to ensure alignment and efficiency in event planning.
- Collaborate with event coordinators and stakeholders to design event layouts and diagrams; manage on-site setup of facilities for events.
- Manage post-event follow-up, including updating guest records, distributing related communications, and debriefing with relevant parties to assess event success and areas for

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improvement.

- Serve as the liaison between meeting planners and event spaces such as the Buffalo Room and Kaveeshwar Gallery. Duties include event layout options, arranging timing of services of the space, and helping answer questions to ensure effective use of the spaces.
- Collaborate with event coordinators and other stakeholders to develop accurate event layouts and diagrams.
- Communicate and consult with the presidents spouse in the planning and implementation of presidential events.
- Implement updates and upkeep to presidential venues, as directed, with attention to the functional usage of the space.
- Represent the Director and Associate Directors as needed in meetings and communications with internal and external stakeholders. Take on additional special projects as assigned.

Non-standard hours, i.e., night and weekend hours, are a routine requirement for this position.

Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

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

- Bachelors degree.
- Two years of progressively responsible experience in planning and implementing events and project management
- Required skills and abilities include excellent verbal and written communication skills, social interaction skills, attention to detail, creativity, teamwork, problem solving, and knowledge of social protocol.

Preferred Qualifications

An awareness and understanding of the multiple and diverse constituencies with which the university

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interacts, and the importance of appropriate cultivation and stewardship of those relationships.

Physical Demands

Salary Range

\$60,000

Special Instructions Summary

All application materials should be submitted via UB Jobs. Application materials submitted directly to the posting contact will not be acknowledged and cannot be considered.

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No

Contact Information

Contact's Name: Tricia Clark

Contact's Pronouns:

Contact's Title:

Contact's Email: triciac@buffalo.edu

Contact's Phone: 716-645-0969

Posting Dates

Posted: 05/22/2025

Deadline for Applicants:

Date to be filled: 06/26/2025

jeid-afb98c0c314c4641a1c45a4b03f9403d

Contact Information

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

Contact

N/A

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