

Associate Director of Operations
University at Buffalo, The State University of New York

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Posted Jun. 21, 2019, set to expire Oct. 21, 2019

Job Title	Associate Director of Operations
Department	The Regional Institute
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jun. 21, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Director/Manager
Academic Field(s)	Production/Operations Management Accounting and/or Taxes
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Job Description

Position Summary

The UB Regional Institute (UBRI), a research and policy center at the University at Buffalo School of Architecture and Planning, is seeking an Associate Director of Operations with both operations management and project management experience to coordinate funding, budgets, and reporting along with project-related support for a wide range of projects addressing economic development, workforce development, urban planning and sustainability. This person will be responsible for the following tasks:

- Ability to work independently and collaboratively in a deadline-driven environment;
- Preparing project budgets and schedules;
- Developing project scopes of work and proposals;
- Tracking and regularly reporting fiscal progress against project/grant budgets and goals;
- Preparing customized reports related to fiscal management across several projects;

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- Preparing quarterly financial reports;
- Managing and updating UBRI's project management database;
- Coordinating efforts with University officials to negotiate contracts with clients/sponsors and subcontractors/supplies;
- Coordinating the work of subcontractors/supplies to ensure they meet project needs;
- Coordinating with University officials to prepare project invoices;
- Coordinating with University officials to process payroll charges;
- Supporting the Office Manager and University officials in human resource functions;
- Scheduling and attending project meetings;
- Supporting project leads and director in problem solving across various projects;
- Collecting and analyzing data and information in support of projects and prepare memos, briefs, charts, and graphs for use in internal and external reports. Topic areas may include population, demographics, economic development, transportation, housing, land use, health and public policy; and
- Assisting with the design and implementation of public engagement programming and surveys.

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 UB

The University at Buffalo is SUNY's most comprehensive public research university, and an outstanding place to work. UB amplifies ambition for faculty and staff by offering endless possibilities to achieve more. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. Dedicated staff and engaged faculty collaborate to further knowledge and understanding, and develop tenacious graduates who are valued for their talents and their impact on global society. 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.

Minimum Qualifications

Bachelor's Degree in urban and regional planning, public administration, public health, or geography.

Academic or other experience urban planning, policy, economic, and community development; familiarity with regional, state and national data sources on a variety of project topics;

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Excellent writing, organizational, interpersonal, time-management and computer skills (including high proficiency in Microsoft Excel);

High comfort level working with various types of datasets.

Preferred Qualifications

Master's degree related to financial management, including management, economics, accounting, and non-profit management;

A minimum of 5 years' experience;

Computer skills including:

- Database design (Microsoft Access),
- Data visualization (Tableau, Looker, High charts, etc),
- Adobe Creative Suite (Illustrator, InDesign, etc),
- Programming experience (Python, JavaScript, SQL, etc)
- Familiarity with the Buffalo Niagara Region.

Contact Information

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

Contact