

Program Assistant
University at Buffalo, The State University of New York

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Posted Jan. 17, 2020, set to expire May 18, 2020

Job Title	Program Assistant
Department	Family Medicine
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 17, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Research Scientist/Associate
Academic Field(s)	Public Health/Management/Administration Community Health
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Job Description

Position Summary

Assist in the successful development and implementation of the newly awarded Opioid Use Peer Recovery Development (WNY Certified Peer Recovery Advocate) via community collaboration and program support services.

- Build and maintain effective relationships and communications with all local partnering organizations.
- Attend meetings with community partners as requested and other events as an active representative of the New York State System.
- Support community recruitment efforts and seek opportunities for collaboration.

Outstanding Benefits Package

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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 education, public health, social science, or other related field.
- Prior administrative support experience.
- Solid experience with program promotion and advocacy.
- Outstanding written, oral, and interpersonal communication skills, including public speaking, public relations and ability to facilitate working sessions. Ability to work with diverse populations.
- Team player, enthusiastic, energetic, eager to take initiative with new projects and/or to improve work on existing projects.
- Professional appearance and demeanor, ability to communicate and work on multiple tasks/projects with faculty, staff and community partners. Strong organizational skills required including ability to manage multiple projects concurrently. Ability to work independently and within a team is essential.
- Interest health workforce training and evaluation.

Contact Information

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

Contact



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