

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

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Posted Oct. 11, 2021, set to expire Feb. 8, 2022

Job Title	Health Promotion Program Assistant
Department	Health Promotion
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 11, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Health Education & Promotion
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Job Description

Student Life's Health Promotion unit is accepting applications for the Health Promotion Program Assistant position. In this role, your responsibilities will include:

Provide support to the four program areas of Health Promotion: Alcohol and Other Drug Harm Reduction, Healthy Eating, Sexual Violence Prevention, and Stress Management.

Liaison between staff members, service providers, faculty/staff as well as off-campus individuals

Coordinate administrative functions and monitor timelines

Assist with creating marketing and communication messages and outreach

Coordinate web services with IT, HUB, and outside vendor services

Interview, hire, train, maintain records, and supervise front desk work-study students and student assistants as needed.

Our team recognizes the advantages diverse perspectives and backgrounds bring to the workplace. We are particularly interested in candidates who share this value and will work to achieve the

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university's goals of inclusive excellence.

About Student Life

As a member of Student Life, you will join service professionals, all driven by one shared set of values designed to help ensure students' well-being, create a safe and supportive environment and promote student success. In Student Life, growth is a shared passion. We aim for excellence, thinking big and going bold. We pursue our goals tenaciously while stewarding the student experience. We build communities and advance diversity in all forms. We encourage discovery and celebrate success.

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.

Outstanding Benefits

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.

Contact Information

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

Contact