

**Program Coordinator for Academic Affairs
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=257942>

Downloaded On: Jul. 23, 2025 11:25pm

Posted Jun. 5, 2025, set to expire Aug. 4, 2025

Job Title Program Coordinator for Academic Affairs
Department School of Law
Institution University at Buffalo
Buffalo, New York

Date Posted Jun. 5, 2025

Application Deadline 06/04/2026
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Law - General

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Job Description

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Program Coordinator for Academic Affairs, School of Law

Position Information

Position Title: Program Coordinator for Academic Affairs, School of Law

Department: Law School

Posting Link: <https://www.ubjobs.buffalo.edu/postings/57423>

Job Type: Full-Time

Posting Detail Information

Program Coordinator for Academic Affairs University at Buffalo

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Position Summary

The University at Buffalo [School of Law](#) is seeking a **Program Coordinator** for Academic Affairs.

This position duties are, but not limited to:

- Final Exam Coordination
- Recruitment/Employment Coordinator
- Data collection and maintenance
- Public Relations

About the School

The University at Buffalo [School of Law](#) - the only law school in the State University of New York system - is situated on the flagship campus of a world-class research intensive public university, the largest in the northeastern United States. 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.

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

- Associates degree with 2 years of experience or bachelors degree. Equivalent combination of education and/or experience may be substituted for the degree.
- Higher Education or law related experience.
- Customer service, database / data management (excel and other software)

Preferred Qualifications

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Physical Demands

Salary Range

\$50,000 - \$55,000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Marlene Cook

Contact's Pronouns:

Contact's Title: Vice Dean

Contact's Email: mcook@buffalo.edu

Contact's Phone: 716-645-8074

Posting Dates

Posted: 06/04/2025

Deadline for Applicants:

Date to be filled:

jeid-819e01a48c5b704e955ab92952f7635a

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Contact Information

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

Contact

N/A

University at Buffalo

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