

Project Coordinator, Geography  
University at Buffalo, The State University of New York

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Posted Apr. 1, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	Project Coordinator, Geography
<b>Department</b>	Geography
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Apr. 1, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Geography
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/49374">https://www.ubjobs.buffalo.edu/postings/49374</a>

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**Job Description**

Prof. Eun-Hye Yoo in the [Department of Geography](#) seeks a **part-time project coordinator**. This position supports and directly reports to the Principal Investigator (PI) of the East side of Buffalo Ambient Air Quality Monitoring Project.

The project coordinator will assist the PI in planning, organizing, and executing day to day project-related activities including but not limited to:

- Communicating between project collaborators, staff, and participants;
- Organizing on-site and on-line meetings and events;
- Completing any necessary paperwork, forms, and documents to meet project deadlines;
- Maintain all files and records involved with the project.

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The project coordinator will also support large-scale monitoring efforts including the set up and maintenance of low-cost sensors and data management, and correspondence to requests for project generated data and software. The day to day activities and community engagement support require an emphasis on electronic dissemination/communication tools, such as zoom, listservs, electronic and in person communication, among others.

### **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. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about the great [benefits](#) the University at Buffalo has to offer.

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### **Contact Information**

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

### **Contact**

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