

Department Administrator, CAS Arts and Humanities
Sector
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=221378>

Downloaded On: May. 8, 2024 6:00am

Posted Sep. 14, 2023, set to expire Aug. 4, 2024

Job Title	Department Administrator, CAS Arts and Humanities Sector
Department	CAS Arts and Humanities Sector
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 14, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/45170
Apply By Email	
Job Description	

Position Summary

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The **Arts and Humanities Sector in the College of Arts and Sciences** at the University at Buffalo is seeking a **Department Administrator**. The Department Administrator (DA) serves as a strategic partner and advisor to Department Chair(s) and may supervise or oversee activities of the department support staff. You will ensure department administration is in accordance with State, University, Research Foundation (RF), UB Foundation and College of Arts and Sciences (CAS) guidelines, policies, and procedures. Department Administrators in a sector will be assigned to support one or more departments depending on need. Support assignments may change over time.

As the Department Administrator you may:

- Manage department budgets – State, RF, IFR and UBF accounts in consultation with the College's financial team. Control expenditures and prepare justification of expenditures when needed. Review and complete all faculty and graduate student travel requests. Complete reimbursements for non-employees, purchasing, help with speakers/conferences (honoraria, catering, booking on-campus venues, etc.). Approve new equipment and office supply purchases. Work with appropriate faculty (e.g., Chair and program directors) to manage personnel expenditures, including temporary lecturer appointments, graduate assistantship appointments, tuition and other financial support.
- Review and determine allocations of space to accommodate changing department needs in consultation with department chair and the College's Facilities Planning and Management Officer. Supervise department moves and rehabs. Assist new employees in setting up their workspaces as needed for them to perform their job duties.
- Manage course scheduling process for all sessions (fall, spring, winter, summer) working cooperatively with sector and/or College scheduling team. Assemble course schedules working with appropriate faculty members (e.g., Chair, DUS, DGS, and program directors). Input schedule into HUB. Provide all necessary information to central scheduling. Manage all special requests (tech rooms, cross listings, etc.) within department, college and university guidelines.
- Collaborate with the College's HR appointment team to appoint faculty, lecturers, teaching assistants, students and department staff regardless of funding (State, RF, UBF). Assist with preparation of dossiers for promotion, tenure and contract renewals.
- Compose and distribute correspondence on departmental matters. Serve as point of contact and communication hub for department(s).

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 The University at Buffalo

The University at Buffalo (UB) is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

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

- Bachelor's degree required.
- Two years of administrative and budget experience.
- Must be able to interact with a diverse constituency.
- Computer experience in MS Office (Word, Excel, Access, Outlook).
- Must be able to manage competing priorities and demonstrate a commitment to learning new skills as needed.

Preferred Qualifications

- Master's degree preferred.
- Two years of supervisory experience preferred.
- Knowledgeable and skilled with a variety of University systems including, but not limited to: SIRI and HUB is preferred

Contact Information

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

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Contact

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