

Administrative Assistant 1, Student Conduct
University at Buffalo, The State University of New York

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Posted Sep. 28, 2023, set to expire Aug. 4, 2024

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| Job Title | Administrative Assistant 1, Student Conduct |
| Department | Student Conduct & Advocacy |
| Institution | University at Buffalo, The State University of New York Buffalo, New York |
| Date Posted | Sep. 28, 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/45535 |

Apply By Email

Job Description

The Office of Student Conduct is seeking a dynamic candidate to serve as an Administrative Assistant 1. In this role, you will join a team of professionals who help maintain a safe campus by enforcing rules and regulations, managing conduct, and assisting students with navigating questions or concerns.

Your responsibilities include:

- Provide liaison between the Director and the professional, student and graduate staff with respect to administrative matters
- Plan, schedule and assign work to student staff; complete necessary human resource-related functions for the office
- Manage the background check process
- Coordinate temporary suspension and emergency removal notices
- Process and maintain highly confidential office records

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- Complete business-related functions to include overseeing the departmental budget, purchasing, account reconciliation and contract maintenance and renewals
- Manage service indicators

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 university's goals of inclusive excellence.

Outstanding Benefits

Working at UB offers world-class benefits that exceed salary alone. There are personal rewards such as health and retirement plans, training opportunities and access to recreational resources. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. We focus on creating and sustaining a healthy mix of work, personal life, and academic pursuits to support work-life effectiveness.

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 The University at Buffalo

The University at Buffalo (UB) #ubuffalo 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.

Contact Information

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Please reference Academickeys in your cover letter when
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Contact

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