

Administrative Liaison, SEAS Dean's Office
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=222881>

Downloaded On: May. 18, 2024 11:03pm

Posted Oct. 4, 2023, set to expire Aug. 4, 2024

Job Title	Administrative Liaison, SEAS Dean's Office
Department	SEAS Dean's Office
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 4, 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/45639
Apply By Email	
Job Description	

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The incumbent will be assigned to a SEAS department with a vacancy to assist with administrative tasks in the absence of a regular staff member, and while a search is being conducted. Assignments will include supporting financial processes (procurement, bookkeeping, etc.), student support (meeting with students, processing appointments, answering questions, etc.) and human resources (initiating eptf's, assisting with faculty and/or staff searches, providing support for faculty reappointments and tenure decisions, etc.). These tasks will be varied and dependent on department need. The incumbent is expected to sit within the footprint of the department they're assigned to, providing in-person support whenever practicable.

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The incumbent will provide on-going support within the SEAS Dean's Office by assisting with procurement orders and processing volunteer appointments.

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EEO/AA Policy

Position Summary

The Dean's Office for the [School of Engineering & Applied Sciences](#) (SEAS) is recruiting for an **Administrative Liaison**.

In this position, you will be broadly trained to:

- assist with financial processing, human resources transactions and academic program support,
- be deployed to SEAS departments as needed to assist in training new employees,
- fill in for existing staff on extended leaves, staff vacancies and generally provide support as required,
- facilitate procurement and reimbursements, tuition processing,
- assist with student forms such as forced registration requests, and personnel functions,
- assist in faculty and staff reappointment actions, searches and other HR-related tasks.

To be successful in this role, you must have excellent interpersonal and organizational skill and be comfortable working with a varied and diverse group of faculty, staff and students and capable of multi-tasking while providing a high degree of professional customer service.

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.

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Visit our benefits website to learn about our [benefit packages](#).

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.

Minimum Qualifications

Bachelor's degree required, at least two years' experience at UB in financial, human resource and/or academic management, and an understanding of UB systems and Microsoft 365 programs.

Contact Information

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

Contact

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