

Administrative Assistant I, Upward Bound
University at Buffalo, The State University of New York

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Posted Nov. 7, 2023, set to expire Aug. 4, 2024

Job Title	Administrative Assistant I, Upward Bound
Department	Upward Bound
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 7, 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/46359

Apply By Email

Job Description

The University at Buffalo (UB) [Upward Bound Program \(UBP\)](#) seeks to hire an **Administrative Assistant I**.

Key Duties and Responsibilities Include:

- Serve as the initial point of contact in the UBP office.
- Complete all data entry, maintain and update the project's Database (BLUMEN) and assist the Project Director with the preparation of the Upward Bound Annual Performance Report (APR), University Reports and miscellaneous reports.
- Collaborate with program staff, assist with identifying and scheduling programming, classroom space, events, college visits, or other cultural or educational activities that may help promote the goals of the program.
- Support program related initiatives, engage in duties assigned, to further the mission and visibility

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- of Upward Bound Program and Academic Affairs where the program is housed.
- Update electronic student directory quarterly, program brochures, applications and flyers as necessary.
 - Provide back-up documentation for all UBP student files requested during any audits.
 - Assist with the initial intake of new student recruits, file maintenance, data entry.
 - Oversee light clerical duties such as filing, copying, mailings and corresponding with students and parents pertaining to upcoming UBP services and activities.
 - Maintain inventory of all supplies and equipment.
 - Retain all program expenditure receipts for monthly reconciliations for campus cash and AMEX Procurement cards. This includes but not limited to flyers, and attendance rosters/sign-in sheets to ensure SPS and USDE compliance.
 - The Administrative Assistant is expected to be courteous, unbiased, and possess excellent telephone/e-mail/in-person communication skills while working with the staff, students, parents/guardians, faculty, tutors, and other Office for University Preparatory staff.
 - This position reports directly to the Upward Bound Project Director.

We invite individuals to apply whose perspectives and experiences will enrich and strengthen our organization. The Upward Bound Program (UBP) serves a diverse constituency of patrons, and our employees, services, and policies strive to honor and reflect this diversity. We encourage candidates who thrive in a welcoming multicultural environment to apply.

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 pursuits - all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefits 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](#).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender

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identity, national origin, and veteran or disability status.

Contact Information

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

Contact

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