

Faculty Affairs Staff Administrator
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=228392>

Downloaded On: May. 9, 2024 12:12am

Posted Jan. 5, 2024, set to expire Aug. 4, 2024

Job Title	Faculty Affairs Staff Administrator
Department	Jacobs School of Medicine and Biomedical Sciences
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 5, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Educational Services
Job Website	https://www.ubjobs.buffalo.edu/postings/47383
Apply By Email	
Job Description	

Position Summary

The Jacobs School of Medicine and Biomedical Sciences, [Office of Faculty Affairs \(OFA\)](#) seeks a **Faculty Affairs Staff Administrator** as the primary support administrator for the Senior Associate Dean in the OFA. In this role, you will provide first-line communication with the public, faculty and staff in the Jacobs School and University. In this position, you will be responsible for:

- acquiring data and other information required to complete surveys, recognition/honors applications and grant applications;
- maintaining the submission of applications for faculty honorifics and having a working familiarity with requirements;

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- assisting the Senior Associate Dean in development of new programs and maintenance of existing programs;
- reviewing dossiers for pre-promotion and tenure review;
- managing faculty mentoring program for Jacobs School;
- serving as the acting liaison with promotion and tenure committees at the school and university levels;
- communicating with Faculty, Staff and Department Chairs regarding promotion and tenure deadlines and requirements.

This position requires in-depth and working knowledge of tenure and promotions procedures and guidelines for qualified and unqualified ranks; providing updates to faculty handbook on promotions. The successful candidate will be familiar with Academic Analytics and other university data resources. This position requires oral presentation skills for one-on-one and group presentations; presenting at workshops/seminars for faculty and/or staff regarding procedures related to promotion or other OFA activities as needed.

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. 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

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- Bachelor's Degree with 2 years of experience.
- Excellent written communication and verbal skills.
- Excellent computer skills including familiarity with Word, Excel, Adobe, PowerPoint.
- Attention to detail, accuracy, timeliness, and excellent customer service.
- Ability to establish and maintain effective working relationships with others.
- Ability to organize and maintain office files.

Preferred Qualifications

- Master's degree.
- 3 or more years experience at the University at Buffalo with working knowledge of faculty promotions and procedures Excellent oral and written communication skills.
- Experience with Human Resource services.

Contact Information

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

Contact

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