

Executive Assistant, Department of Surgery  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=228830>

Downloaded On: May. 8, 2024 9:53pm

Posted Jan. 15, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	Executive Assistant, Department of Surgery
<b>Department</b>	Surgery
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Jan. 15, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/47553">https://www.ubjobs.buffalo.edu/postings/47553</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

#### Position Summary

An exciting opportunity to provide a direct administrative support to the Chair of the [Department of Surgery](#) is available at the Jacobs School of Medicine and Biomedical Sciences.

#### As an Executive Assistant, you will:

- Provide liaison between the Director/Department Chair and the professional staff of institution with respect to departmental matters. Serve as the main point of contact for the Department Chair.
- Provide administrative support to the Department Chair.
- Handle a wide range of general office duties, including preparing reports, and compiling

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data.

- Assist in the planning and preparation of a department's or division's budget request. Prepare budgets for programming events and assist in account management in State, UBF and RF accounts. Maintain the office budget.
- Manage procurement and processing items from State, UBF, RF and Grant funds into the ShopBlue purchasing system.
- Develop presentations, promotional materials, marketing, and departmental newsletter materials
- Monitor faculty and professional appointments with respect to operative dates for contract renewal, permanent appointment.
- Provide staff support for human resource activities including onboarding for new employees
- Assist in the preparation and submission of grant applications
- Supervise student interns

### **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. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more 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**

- A Bachelor's degree and experience providing administrative support

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- Excellent verbal and written communication skills. Ability to prepare effective presentation and promotional materials, and prepare briefing materials. Able to recognize sensitive information and maintain confidentiality.
- Proficient with Microsoft Office applications, including Outlook, Word, Excel and PowerPoint. A working knowledge of digital communication and social media tools, and desktop publishing software (e.g. Publisher).
- A combination of education and experience will be considered in lieu of the degree requirement.

**Contact Information**

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

**Contact**

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