

Dean's Office Administrative Assistant, Law School  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=231052>

Downloaded On: May. 8, 2024 11:00pm

Posted Feb. 20, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	Dean's Office Administrative Assistant, Law School
<b>Department</b>	Law School
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Feb. 20, 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>	Fiscal Services Administrative Support/Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/48258">https://www.ubjobs.buffalo.edu/postings/48258</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

The University at Buffalo [School of Law](#) is seeking a **Dean's Office Administrative Assistant** will be responsible for:

- Assist in the planning and preparation of a law school departmental budgets.
- Monitor OTPS expenditures and assist with maintenance of financial accounts and records.
- process transactions through purchase orders, travel reimbursements, disbursement requests, honorarium, and contractor payments.
- reconciling accounts and p-cards to ensure accurate financial records.
- Striving to become a subject matter expert in financial processes is essential to support faculty

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and staff procurement and reimbursement.

- contribute to planning and coordinating events and programs hosted by the Dean's Office, such as faculty meetings, alumni events, and academic workshops.
- Communicate and collaboration with multiple offices within the School, as well as external constituents.
- Assist with various day-to-day duties for the Dean's Office. This may include calendaring for decanal staff, managing communications, including emails and phone calls, and providing reception and clerical support as needed.

*The University at Buffalo [School of Law](#) — the only law school in the State University of New York system — is situated on the flagship campus of a world-class research intensive public university, the largest in the northeastern United States. 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.*

### **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**

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- Bachelor's degree (commensurate experience will be considered in lieu of Bachelor's degree).
- Strong computer skills.
- Strong interpersonal communication skills, including verbal and written, active listening and critical thinking.
- Ability to communicate clearly and respectfully with diverse populations.
- Possess a strong sense of accountability and be self-motivated.
- Must be able to work independently with minimal direction and exhibit good judgment.

### **Preferred Qualifications**

- Experience with UB travel, reimbursement and procurement processes and systems such as ShopBlue, Concur, and Siri.

### **Contact Information**

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

### **Contact**

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