

Office Administrator, The Regional Institute
University at Buffalo, The State University of New York

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Posted Mar. 4, 2024, set to expire Aug. 4, 2024

Job Title	Office Administrator, The Regional Institute
Department	The Regional Institute
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Mar. 4, 2024
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/48432

Apply By Email

Job Description

Applications are being accepted for an **Office Administrator** at the [University at Buffalo Regional Institute \(UBRI\)](#), a research policy center in the School of Architecture and Planning. As the office administrator, you will coordinate daily operations, fiscal management, and office organization for a research team focused on economic development, workforce development, urban planning and sustainability.

This person will be responsible for the following tasks:

- Serve as UBRI's point person for University and School of Architecture and Planning coordination on issues related to contracts, fiscal management, invoicing, human resources, and related operational activities
- Update paperwork, maintain documents, and record information as needed;
- Prepare quarterly financial reports as well as project-specific reports related to fiscal and

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resource management;

- Support project leads and director in problem solving across various projects;
- Manage filing system and help to organize and maintain office common areas
- Coordinate and schedule events and meetings as necessary;
- Maintain office supply inventory, and office equipment and/or supplies as needed;
- Update, maintain, and manage UBRI's project management database;
- Coordinate with University officials to negotiate contracts with clients/sponsors and to prepare project invoices;
- Coordinate the work of subcontractors/supplies to ensure they meet project needs.

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](#).

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 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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