

University Police Staff Assistant
University at Buffalo, The State University of New York

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Posted Feb. 29, 2024, set to expire Aug. 4, 2024

Job Title	University Police Staff Assistant
Department	University Police
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Feb. 29, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/48772
Apply By Email	
Job Description	

Position Summary

The University at Buffalo is searching for a Staff Assistant to provide daily administrative management support for the [University Police Department](#). The Staff Assistant will perform functions including, but not limited to:

- Serves as an Executive Assistant to the Chief, Deputy Chiefs, and HR & Business Manager.
- Supervision of University Police Lost & Found, including assistance with answering the non-emergency phone line and quarterly audits.
- Assist in monitoring and tracking of OTPS and PSR expenditures, creating and reconciling electronic personnel and requisition transactions.
- Responsible for the daily coordination of scheduling and overtime tracking and accruals,

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including processing biweekly timesheets.

- Coordinate the distribution and tabulation of departments customer satisfaction surveys.
- Compiles information in accordance with policies of accrediting agencies.
- Provides administrative support to the Criminal Investigation Division.

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

- Associates degree required with 3 years of professional work experience.
- Demonstrated proficiency in Microsoft office suite.
- Ability to multi-task.
- Strong written/oral communication skills.

Preferred Qualifications

Bachelor's Degree.

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Contact Information

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

Contact

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