

Secretary 1
University at Buffalo, The State University of New York

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Posted Mar. 25, 2019, set to expire Jul. 25, 2019

Job Title	Secretary 1
Department	Anesthesiology
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Mar. 25, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
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Job Description

The Department of Anesthesiology is seeking an individual with excellent organizational skills who is self-motivated with exceptional attention to details and is a resourceful problem solver. In this position, you will:

- Manage the Medical Student Elective Program and the Visiting Student Program, to include independently making all decisions for the programs. Compose medical student recommendation letters and upload to AAMC
- Manage faculty appointments/re-appointments and prepare faculty dossiers for promotion, tenure and awards
- Collect documentation and support of visa and work authorizations for faculty and volunteers.
- Assist the Department Chair with budget development and management
- Determine office needs, order supplies and decide which expenditures are appropriate for payment through state accounts and process requisitions. Maintain department calendar. Update and maintain department policy and procedure manual

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- Manage and approve staff time off requests, ensuring adequate office coverage at all times
- Provide clerical support for the Department Chair, schedule staff meetings; take and distribute minutes
- Maintain department records and files.

About UB

The University at Buffalo is SUNY's most comprehensive public research university, and an outstanding place to work. UB amplifies ambition for faculty and staff by offering endless possibilities to achieve more. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. Dedicated staff and engaged faculty collaborate to further knowledge and understanding, and develop tenacious graduates who are valued for their talents and their impact on global society. Visit our website to learn more about the <http://buffalo.edu/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.

Contact Information

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

Contact