

Office Assistant 2
University at Buffalo, The State University of New York

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Posted Apr. 4, 2019, set to expire Aug. 4, 2019

Job Title	Office Assistant 2
Department	SDM Pediatric and Community Dentistry
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Apr. 4, 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 School of Dental Medicine is seeking a full-time Office Assistant 2 who will provide administrative support to the Pediatric and Community Dentistry department. The incumbent will have the following key duties:

- Serve as the Training Program Administrator for the Pediatric Dentistry Residency Program.
- Provide administrative support to the department, which includes answering telephones, greeting guests, distributing mail, ordering supplies, maintaining department records, files and financial accounts.
- Assist department course directors with preparation of exams, collect students' assignments, enter grades into a database, assist with preparation of students rotation schedules.

University at Buffalo is an affirmative action/equal opportunity employer and, in keeping with our



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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