

Office Manager
University at Buffalo, The State University of New York

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Posted Apr. 26, 2019, set to expire Aug. 26, 2019

Job Title	Office Manager
Department	Research and Economic Development
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Apr. 26, 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 Office Manager is responsible for coordinating and facilitating all operations of the Office of the Vice President for Research and Economic Development, while supporting the day-to-day interactions of the Vice President for Research and Economic Development (VPRED). While primarily supporting the Vice President, this position assists in supporting other senior leadership, including the Assistant Vice President for Administration and Planning, as needed. This energetic and self-directed individual understands how to maximize the effectiveness of the Vice President as a senior leader in the university and the community. This person is able to anticipate needs while managing general office operations and accommodating unexpected requests/meetings.

Primary Duties and Responsibilities include, but are not limited to:

- Coordinating office workflow and processes, and assisting in financial and human resource activities.
- Designing and implementing new processes and procedures to create efficiencies.
- Maintaining the calendar for the Vice President and ensuring he is prepared for his daily activities.

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- Handling extensive travel arrangements and reimbursements for the Vice President.
- Supervising office correspondence.
- Coordinating with the Assistant Vice President with regard to communications with SUNY, Research Foundation, institutionally and with University leadership.
- Supporting the Vice President and Assistant Vice President as the primary contacts for the office.
- Serving as a liaison for other University leadership offices.

This position requires strong judgment and independent resourcefulness, while handling time-sensitive matters that require concise problem solving and confidentiality. The Office Manager must be eager to learn, detail-oriented and comfortable handling multiple assignments in a fast-paced environment. He or she must be flexible, have strong communication and interpersonal skills, and be comfortable working as part of a team.

The Office Manager will interact with faculty, researchers and university leadership administrative professionals on a daily basis. Therefore, discretion, tact and a knowledge of university etiquette for interacting with faculty and university leadership are essential. The position may require some nontraditional hours of business in order to support the Vice President's activities during special events. The Office of the Vice President for Research and Economic Development and its constituent units guide and support the university's research enterprise as well as its economic development and entrepreneurial activities. It advocates on behalf of researchers, manages compliance and process, and nurtures innovation within the institution and the community.

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