

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

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Posted May 14, 2019, set to expire Sep. 13, 2019

Job Title	Secretary 1
Department	Mathematics
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	May 14, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Job Website	http://www.ubjobs.buffalo.edu/postings/19743

Apply By Email

Job Description

The Department of Mathematics in the College of Arts and Sciences at the University at Buffalo is seeking a Graduate Secretary. This is a customer service oriented position that requires the incumbent to provide excellent customer service to various populations. Duties will include (but are not limited to):

- You will serve as administrative contact for graduate students from the time of application, during the admission cycle, acceptance, arrival and throughout the duration of their program of study to conferral.
- You will provide support to the Director of Graduate Studies (DGS), Department Chair, and Assistant to the Chair, in all aspects of student management and coordinating the Graduate Programs for the department.
- You will update student information in the appropriate university system, degree audit, assist directors with coordination of open house and other university or departmental functions.
- You will work closely with the DGS to recommend TA candidates based on academic progress or admission files.
- You will complete administrative tasks on grants as directed by DSG along with tracking grant

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expenditures.

- You will provide general office support such as, answering phones, mailing, copying, typing of letters, scheduling and processing of necessary departmental paperwork.

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