

**Administrative Assistant**  
**University at Buffalo, The State University of New York**

Direct Link: <https://www.AcademicKeys.com/r?job=133661>

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Posted Nov. 18, 2019, set to expire Mar. 19, 2020

<b>Job Title</b>	Administrative Assistant
<b>Department</b>	Jacobs School of Medicine and Biomedical Sciences
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Nov. 18, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administrative Support/Services Administrative Support/Services
<b>Job Website</b>	<a href="http://www.ubjobs.buffalo.edu/postings/22618">http://www.ubjobs.buffalo.edu/postings/22618</a>

**Apply By Email**

**Job Description**

The Jacobs School of Medicine and Biomedical Sciences, Office of Research Graduate Education (RGE) and Neuroscience Program, seeks to fill a dynamic and essential role within unit. Located in the vibrant Jacobs School Building downtown, the Administrative Assistant coordinates all administrative activities in the RGE and Neuroscience programs by supporting, coordinating and maintaining for two essential programs within the Jacobs School. You will have a great deal of influence administratively to streamline tasks within the position. This position will:

- Reception Support: in the RGE suite and oversee smooth functioning of RGE and Neuroscience business operations. First point of contact for in-person visitors and phone calls. Including calendar support.
- Admissions support: confirm scanned materials and completed application status for PhD Program in Biomedical Sciences, Neurosciences and Natural Sciences Interdisciplinary MS applications. Assign applicants to appropriate committee members for faculty review. Run daily check queries to maintain

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accurate person and application records in Slate.

- Event planning support: Provide scheduling and logistical support for PPBS and MD-PhD candidate interview days. Assist in planning and execution of commencement, orientations, and research days. This will also include directing the Neuroscience Program Seminar Series and Lectures and graduate program events.

Our Mission is to advance health and wellness across the life span for the people of New York and the world through the education of tomorrow's leaders in health care and biomedical sciences, innovative research and outstanding clinical care. More information can be found at <http://medicine.buffalo.edu/>

**\*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 <http://www.buffalo.edu/administrative-services/for-faculty-staff/benefits/research-foundation/regular-employees.html> benefit packages.

**\*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>.

As an Equal Opportunity Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

**Contact Information**

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

**Contact**



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