

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

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Posted Dec. 2, 2019, set to expire Apr. 2, 2020

<b>Job Title</b>	Facilities 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>	Dec. 2, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="http://www.ubjobs.buffalo.edu/postings/22790">http://www.ubjobs.buffalo.edu/postings/22790</a>

**Apply By Email**

**Job Description**

The Jacobs School of Medicine and Biomedical Sciences, Office of Facilities Management, seeks to fill a dynamic and essential role within the center. Located in the vibrant Jacobs Medical School Building downtown, the Facilities Administrative Assistant's primary duties will be to support the Facilities Planning and Management Officer (FPMO). You will help to facilitate and coordinate day to day operations that take place within the Jacobs School of Medicine.

This position will:

- Assist in coordination of events at the Jacobs School with the client and service providers, to include but not limited to, Building Security, University Police, Housekeeping, UB Facilities, Medical Computing, Loading Dock as well as outside vendors and caterers.
- Oversight of facility notices and work orders in the building including the tracking of projects.
- Administratively assist in meeting preparation, key requests, room requests and updating the filing system.

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- Provide support in the development of a policy and procedure manual.
- Maintaining and updating facility website.

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/>

Salary Range: \$28,000 - \$32,000

### **Contact Information**

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

### **Contact**