

Executive Assistant to the Dean  
University at Buffalo, The State University of New York

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Posted Dec. 4, 2019, set to expire Apr. 4, 2020

<b>Job Title</b>	Executive Assistant to the Dean
<b>Department</b>	School of Architecture and Planning
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Dec. 4, 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
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**Job Description**

**Position Summary**

As the Executive Assistant to the Dean, you will provide high-level support and confidential assistance to the Dean and utilize tact and diplomacy to respond to occasional high pressure or difficult situations.

Tasks assigned to this position may include:

- Logistics and information management including: day-to-day logistics, point person for the Dean's Office, and preparation for meetings
- Meeting and event management and administrative support including: scheduling, planning, budgeting and communicating with others
- Project and communication support including: triage Dean's mail, provide support for special projects, and research and write speeches, talking points, memos, letters, and reports
- Financial administrative support including: maintain procurement cards for purchases, monthly reconciliation, reimbursement processes, and propose and manage event budgets.

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You are expected to manage competing priorities, display flexibility and initiative, work with a diverse constituency, and work with a great deal of autonomy. The professional obligation for this position will require you to occasionally work outside of normal business hours, including some evenings and weekends.

The University at Buffalo's School of Architecture and Planning is the only school of architecture and planning within the 64-campus State University of New York (SUNY) system. Embedded in our urban contexts here and around the world, we are architecture and planning hands on, full scale, all in. As a community of thought leaders and aspiring architects and urban planners, we think and act on the edge of knowledge and practice, guided by a culture of experimentation, a core belief in learning by doing, and a spirit of public service and inclusion. We prove every day that design and planning are agents of change for community, place, culture, social justice and the natural world. Our research-based pedagogy in architecture and planning consistently puts the school at the top of our peers in the Association of American Universities for research.

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.

#### Minimum Qualifications

Bachelor's degree with 2 years of experience in administrative management or an administrative support role. Superior oral and written communication skills (finalist candidates may be asked to furnish writing samples) and strong computer skills. Must be able to maintain the highest level of confidentiality and respond with tact and diplomacy in high pressure or sensitive situations. Must be able to manage competing priorities, display flexibility and initiative, and work with a diverse constituency in a fast-paced environment.

#### Preferred Qualifications

Master's degree in an administration-related field such as an MBA with three years' experience in an administrative management position; prior experience at a large research university center, preferably at the University at Buffalo (UB). Familiarity with UB policies and procedures.

### Contact Information

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

### Contact



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