

Office Assistant 2  
University at Buffalo, The State University of New York

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<b>Job Title</b>	Office Assistant 2
<b>Department</b>	SDM Oral Biology
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Feb. 3, 2020
<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
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**Job Description**

The Department of Oral Biology seeks a capable, hard working individual to support its PhD program, training grants, and individual faculty members.

The successful candidate will perform the following duties:

- Provide comprehensive administrative support to the department's PhD program. Uses various computer applications and coordinates with administrators at UB and funding agencies (NIH, others) to ensure that both PhD students/trainees and postdoctoral fellow trainees are properly appointed, supported, and tracked through their programs.
- Help administer research and non-research accounts of various types (State, RF, UBF) for department faculty.
- Provide department and office administrative support as necessary to the Assistant to the Chair, fellow department office staff, faculty, staff, and students, which includes, but is not limited to,

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processing mail, package shipping/receiving, and answering phones.

**\*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](http://buffalo.edu/University%20at%20Buffalo).

**\*Outstanding Benefits\***

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/state/csea.html> benefit packages.

Contact's Name Dr. Kurt Winter  
Contact's Title Assistant to the Chair  
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**Contact Information**

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

**Contact**