

Administrative Assistant 1
University at Buffalo, The State University of New York

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Job Title	Administrative Assistant 1
Department	College of Arts and Sciences
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Feb. 10, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
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Job Description

This position will serve as an Administrative Assistant 1 for Departments in the College of Arts and Sciences at the University at Buffalo. This is a customer service oriented position and 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 and undergraduate 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), Director of Undergraduate Studies (DUS), and Assistant to the Chair, in all aspects of student management and coordinating the Undergraduate and Graduate Programs.
- 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, create course

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description booklets each semester advertising course offering, serve as point person for the revision of UB Undergraduate Catalog, and book student appointments with the directors.

- Complete and submit tuition waivers for Teaching Assistants according to College and University timetables, ensuring no adverse fiscal action against the department.
- Update and maintain Teaching Assistants assignments and stipends in departmental files. Notify Teaching Assistants of their assignments and maintain graduate student mailboxes.
- Provide general office support such as, answering phones, mailing, copying, scheduling and processing of necessary departmental paperwork.

Salary will be calculated at the time of appointment by the Office of the State Comptroller based on civil service employment status.

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