

Administrative Assistant, Research and Economic
Development
University at Buffalo, The State University of New York

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Posted Oct. 13, 2020, expired Feb. 12, 2021

Job Title	Administrative Assistant, Research and Economic Development
Department	Research and Economic Development
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 13, 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

The Administrative Assistant provides administrative support to senior leadership in the Office of the Vice President for Research and Economic Development (OVPRED), with primary support provided to the Associate Vice President for Economic Development, the Executive Director of Research Initiatives, and the Executive Director of Regulatory Support. The incumbent is responsible for maintaining the calendars of the Associate VP and Executive Directors, providing support for meetings, and general administrative duties, as assigned. In addition, the position will assist with editing documents and presentations, and managing special projects. The Administrative Assistant will work closely with the VPRED's executive assistant, coordinating operations and providing back-up support to the Vice President for Research and Economic Development and other OVPRED senior staff, as needed.

Primary Duties and Responsibilities include, but are not limited to:

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- Maintaining calendars for the Executive Directors and Associate VP.
- Arranging meetings.
- Editing documents and presentations and assisting in OVPRED communication efforts.
- Assisting with managing projects and events.
- Purchasing and processing financial transactions.
- Processing travel and expenses for senior leadership.
- Preparing and submitting HR transactions.

The Administrative Assistant must be eager to learn, detail-oriented, and comfortable handling multiple assignments for various staff members in a fast-paced environment. They must be flexible, have strong communication and interpersonal skills, and be comfortable working as part of a team. The ability to switch between projects and adapt to changing priorities is critical, as the incumbent will be working with multiple staff members on potentially competing projects and deadlines.

The Administrative Assistant will interact with faculty, business professionals, and community leaders as well as administrative professionals on a daily basis, which will require discretion and tact. A sense of professionalism is essential, while experience with university practices and policies is beneficial, but not required.

The Office of the Vice President for Research and Economic Development and its constituent units guide and support the university's research enterprise as well as its economic development and entrepreneurial activities. The position will be located on UB's North Campus, with occasional travel to South campus and Downtown locations.

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>.



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Contact Information

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

Contact

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