

Staff Assistant, Enrollment Management
University at Buffalo, The State University of New York

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Posted Nov. 13, 2020, set to expire Mar. 15, 2021

Job Title	Staff Assistant, Enrollment Management
Department	Office of the Vice Provost for Enrollment Mgmt
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 13, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
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Job Description	

Position Summary

The Vice Provost for Enrollment Management (VPEM) is seeking a Staff Assistant who will possess the willingness to use their expertise to assist in the university's efforts to be a sustainable academic organization committed to excellence. This position's primary responsibility is to provide professional support to the Office of the Vice Provost for Enrollment Management, including direct support to the Vice Provost. The incumbent will serve as a primary liaison with all parts of the university and a wide range of individuals including deans, vice presidents, vice provosts, and faculty.

Essential Job Duties and Responsibilities:

Coordinate executive communications, including taking calls, responding to emails and interfacing with campus colleagues and department directors.

Prepare and distribute written and electronic communications on behalf of the Vice Provost including

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correspondence and presentations.

Heavy Calendar Management-schedule meetings, manage appointments

Management of resource supporting materials for meetings and appointments.

Represent VPEM and UB on national organizations, serving on committees and supporting conferences, as appropriate; serve on university committees as assigned.

Build comprehensive travel itineraries.

Assist with enrollment management on/off-campus events and staff functions.

Uphold a strict level of confidentiality.

Assist in special projects as assigned by the Vice Provost.

Maintain the budget for Enrollment Management.

Oversee general office needs including office supply inventory, process procurement requests, reimbursements, and perform account reconciliation.

Support departments under Enrollment Management as needed.

Work Hours: Monday – Friday, 8:30 a.m. – 5:00 p.m.; evenings and weekends as needed to meet the business needs.

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 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 University at Buffalo.

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 required. A combination of education and experience will be considered in lieu of a Bachelor's degree.

Proven experience supporting management at the executive level in private or public settings is

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required.

Calendar management skills, experience with MS Office, including Word, Excel, PowerPoint and Outlook are essential.

Strong interpersonal and verbal and written communication skills and ability to maintain confidentiality is essential.

Strong decision making skills, attention to detail and ability to work independently with little supervision is required.

This person must be exceedingly well organized, flexible and enjoy the administrative challenges of supporting a complex organization with many different stakeholders.

Applicants must be currently authorized to work in the United States on a full time basis.

Preferred Qualifications

Previous office work experience, be able to accept responsibility and run administrative aspects for the office

Knowledge of community and government operations

Ability to become familiar with university-specific programs and software.

Proficiency in collaboration and delegation of duties

Exceptional interpersonal skills.

Community volunteer experience

Contact Information

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

Contact