

Assistant to Chair, Pediatrics
University at Buffalo, The State University of New York

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Posted Feb. 8, 2021, set to expire Jun. 8, 2021

Job Title	Assistant to Chair, Pediatrics
Department	Pediatrics
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Feb. 8, 2021
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

Position Summary

The Jacobs School of Medicine and Biomedical Sciences, Department of Pediatrics, seeks to fill a dynamic and essential role within department. Located in the vibrant Conventus Building downtown, you will coordinate all administrative activities in the department by implementing operating strategies to accomplish the following tasks that promote the mission of the Jacobs School, this position will:

Develop, prepare and monitor departmental budgets which include monitoring expenditures and supervising the maintenance of financial accounts and records. This position will create financial reports that will be given to the Chair of the department as well as the Dean of the School to assist in financial decisions. Monthly and annual statements will be prepared and distributed. Create financial transactions such as Shopblue, Concur, etc.

Assist the Chair in gathering, compiling and transmitting data for all formal reports and activities for which the Chair is responsible for.

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Prepare all personnel transactions including but not limited to preparation of dossiers for faculty promotion and tenure.

Serve as the Human Resources recruitment specialist for the department which advises, helps to recruit candidates and markets the position to ensure full success of the open recruitment.

Function as a key member on the team that plans and executes special events such as annual endowed lectures, departmental retreats and seminars.

Assist with department administrative duties as needed in coordination with the Chair to act as liaison between University entities.

Our Mission is to advance health and wellness across the life span for the people of New York and the world through the education of tomorrow's leaders in health care and biomedical sciences, innovative research and outstanding clinical care. More information can be found at <http://medicine.buffalo.edu/>

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

Minimum of 2 years experience in administrative setting

Applicant must have hands on working knowledge of SUNY and State policy and procedure

Preferred Qualifications

Master's Degree

Knowledge of UB systems (SIRI, ShopBlue,

ePTF, UB Jobs, UB Print Services

Contact Information

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

Contact