

Olympic Sports Assistant
University at Buffalo, The State University of New York

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Posted Oct. 13, 2022, set to expire Aug. 4, 2023

Job Title	Olympic Sports Assistant
Department	Intercollegiate Athletics
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 13, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Athletics and Recreation Services
Job Website	https://www.ubjobs.buffalo.edu/postings/38156
Apply By Email	
Job Description	

Position Summary

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The University at Buffalo [Athletics department](#) is seeking an energetic, self-motivated individual that possess strong organizational skills with the ability to independently handle multiple tasks to apply for the **Olympic Sports Assistant** position. The incumbent will assist the Head and Assistant Coaches for Men's & Women's Basketball as well as the Head Coaches of Men's Tennis, Women's Tennis, Soccer, Softball, Swimming, Track, Volleyball and Wrestling with daily operational tasks including coordination of travel expenses, office operations and related reimbursements through internal University systems. In this role, the incumbent will need time management skills to be efficient at handling multiple tasks for a variety of staff members.

Job Description

- Assist assigned sport coaches with day-to-day needs.
- Coordinate the data entry of payments and purchases through university system.
- Serve as the liaison for the Head Coaches and Assistant Coaches for community groups, other universities, and alumni.
- Serve as the first point of contact for the Men's and Women's Basketball Suite.
- Assist Head Basketball Coaches with correspondence to players and parents for events.
- Manage the office space for Basketball Suite.
- Work with other departments on projects as requested.
- Provide hospitality to visiting universities, community members and alumni.

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 The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

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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

- Strong organizational skills with the ability to independently handle multiple tasks.
- Strong interpersonal, oral and written communication skills.
- Availability to work some evenings and weekends.

Preferred Qualifications

- Experience working in an office environment with a team focused structure.
- Familiarity with Athletic Team operational needs and activities.
- Experience with management of office related operations including assisting with purchasing, travel and reimbursement processing.

Contact Information

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

Contact