

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

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Posted Oct. 28, 2022, set to expire Aug. 4, 2023

Job Title	Administrative Assistant 1
Department	CAS Dean's Office
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 28, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/38553

Apply By Email

Job Description

The [College of Arts and Sciences](#) is seeking an **Administrative Assistant 1** to support the Dean's Office. This is a customer service oriented position and requires the incumbent to provide excellent customer service to various populations with a strong focus on professionalism and confidentiality.

In this role you will:

- Serve as main receptionist for Dean's office, which includes screening the Dean's phone calls, handling the main office email, and distributing the Dean's office mail.
- Maintain the schedule for the Dean and the Academic Associate Deans.
- Assist in coordinating Dean's travel arrangements, including preparing itineraries and making airline, hotel and car rental.
- Coordinate with Events Team and Executive Assistant on dean's office events including booking venues, preparing & sending invitations, and maintaining attendee lists.

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- Supervise student assistants and work study students

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) 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](#).

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