

Executive Assistant to the Dean
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=200185>

Downloaded On: Mar. 31, 2023 1:49am

Posted Nov. 22, 2022, set to expire Aug. 4, 2023

Job Title	Executive Assistant to the Dean
Department	SAAP Dean's Office
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 22, 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/39047
Apply By Email	
Job Description	

Position Summary

The University at Buffalo seeks an **Executive Assistant to the Dean** who will provide high-level support and confidential assistance to the Dean and utilize tact and diplomacy to respond to occasional high pressure or difficult situations.

Tasks assigned to this position may include:

- Logistics and information management including: day-to-day logistics, point person for the Dean's Office, and preparation for meetings.
- Meeting and event management and administrative support including: scheduling, planning, budgeting and communicating with others.

Executive Assistant to the Dean
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=200185>

Downloaded On: Mar. 31, 2023 1:49am

Posted Nov. 22, 2022, set to expire Aug. 4, 2023

- Project and communication support including: triage Dean's mail, provide support for special projects, and research and write speeches, talking points, memos, letters, and reports.
- Financial administrative support including: maintain procurement cards for purchases, monthly reconciliation, reimbursement processes, and propose and manage event budgets.

This position is expected to manage competing priorities, display flexibility and initiative, work with a diverse constituency, and work with a great deal of autonomy. The professional obligation for this position will require you to occasionally work outside of normal business hours, including some evenings and weekends.

About the Department

The University at Buffalo's School of Architecture and Planning is the only school of architecture and planning within the 64-campus State University of New York (SUNY) system. Embedded in our urban contexts here and around the world, we are architecture and planning hands on, full scale, all in. As a community of thought leaders and aspiring architects and urban planners, we think and act on the edge of knowledge and practice, guided by a culture of experimentation, a core belief in learning by doing, and a spirit of public service and inclusion. We prove every day that design and planning are agents of change for community, place, culture, social justice and the natural world. Our research-based pedagogy in architecture and planning consistently puts the school at the top of our peers in the Association of American Universities for research.

Outstanding Benefits Package

Executive Assistant to the Dean
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=200185>

Downloaded On: Mar. 31, 2023 1:49am

Posted Nov. 22, 2022, set to expire Aug. 4, 2023

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](#).

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 with 2 years of experience in administrative management.
- Superior oral and written communication skills (finalist candidates may be asked to furnish writing samples) and strong computer skills.
- Must be able to maintain the highest level of confidentiality and respond with tact and diplomacy in high pressure or sensitive situations.
- Must be able to manage competing priorities, display flexibility and initiative, and work with a diverse constituency in a fast-paced environment.

Preferred Qualifications

- Master's degree in an administration-related field such as an MBA with three years' experience in an administrative management position.
- Prior experience at a large research university center, preferably at the University at Buffalo (UB).
- Familiarity with UB policies and procedures.

Contact Information



Executive Assistant to the Dean
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=200185>

Downloaded On: Mar. 31, 2023 1:49am

Posted Nov. 22, 2022, set to expire Aug. 4, 2023

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

Contact

,