

Staff Assistant, Department of Medicine  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=202771>

Downloaded On: May. 30, 2023 10:03am

Posted Jan. 4, 2023, set to expire Aug. 4, 2023

<b>Job Title</b>	Staff Assistant, Department of Medicine
<b>Department</b>	Medicine
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Jan. 4, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/39725">https://www.ubjobs.buffalo.edu/postings/39725</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

#### Position Summary

We have an exciting opportunity for a **Staff Assistant** in the [Department of Medicine](#) to work with faculty and staff in the department, University business offices, and assigned divisions based within the Kaleida and ECOM hospital systems. Primary assignments will focus on coordination of research, personnel, and budgets.

Under the general supervision of division faculty and the Department Chair's office, this individual works in support of various research initiatives and provides University administrative support. To be successful, you must develop, and keep current, a comprehensive knowledge base of the research and administrative policies and protocols of the University. In this role, you will regularly resolve moderately complex (non-routine) administrative problems independently or with others. Problem

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resolution may include researching and fact finding to properly resolve the issues.

Responsibilities will include:

- Assisting junior and senior faculty with all aspects of research grants from pre- award through post-award
- Interacting with Chair's office, University business offices, and International Scholars' office concerning personnel and payroll transactions
- Interaction with research-related individuals and agencies, including UB units, NIH, foundations and pharmaceutical contacts and private sponsors
- Assisting faculty and staff with business functions; including accessing and/or interpreting reports or information

### **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](#).

*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**

- Associate degree with 2 years of experience or Bachelor's degree with 1 or more years' experience

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- Strong organizational skills to manage multiple projects and ability to prioritize to meet rigid deadline dates

**Preferred Qualifications**

- Knowledge of Research
- Knowledge of UB systems-Click, Eptf, RF Report Center
- Bachelor's degree in business or accounting
- 3 or more years experience in financial management

**Contact Information**

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

**Contact**

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