

Research and Administrative Support Specialist, Renew  
Institute  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=204916>

Downloaded On: Jun. 1, 2023 2:35am

Posted Feb. 2, 2023, set to expire Aug. 4, 2023

<b>Job Title</b>	Research and Administrative Support Specialist, Renew Institute
<b>Department</b>	Renew Institute
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Feb. 2, 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/40425">https://www.ubjobs.buffalo.edu/postings/40425</a>

**Apply By Email**

**Job Description**

The [RENEW Institute](#) is seeking a **Research and Administrative Support Specialist** to provide grant proposal and award management support, as well as administrative support for a variety of programs and initiatives. The incumbent will be responsible for assisting the Director and other faculty/staff across the university with various tasks required when submitting scientific grant proposals, including proofreading and assembling required documents. In addition, they will be responsible for providing administrative support to the RENEW Institute, including organizing meetings/events, drafting communications, and general administrative duties, as assigned.

Primary Duties and Responsibilities include, but are not limited to:

- Grant proposal support: proofreading, formatting, and assembling documents; building Endnote libraries; working with various UB offices to ensure all deadlines are met.

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- Coordinating faculty research team meetings and RENEW special events.
- Assist with website maintenance and communications efforts.
- General office administration: purchasing, human resource transactions, travel arrangements, and other duties as assigned.

The Research and Administrative Support Specialist must be eager to learn, detail-oriented, and comfortable handling multiple assignments for various staff members in a fast-paced environment. They must be flexible, have strong communication and interpersonal skills, and be comfortable working as part of a team. The ability to switch between projects and adapt to changing priorities is critical, as the incumbent will be working with multiple staff members on potentially competing projects and deadlines.

The RENEW Institute is a university-wide, multidisciplinary research institute that focuses on complex energy and environmental issues, as well as the social, environmental, and economic justice issues to which they are connected. The ideal candidate will have an interest in the RENEW Institute mission, and an eagerness to learn more about scientific research and sponsored research procedures, including the opportunity to assume greater responsibilities over time. This position will be located on UB's North Campus, with the possibility of a hybrid remote schedule.

### **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](#).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.



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**Contact Information**

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

**Contact**

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