

Instructional Support Associate, Epidemiology and
Environmental Health
University at Buffalo, The State University of New York

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Posted Aug. 31, 2023, set to expire Aug. 4, 2024

Job Title	Instructional Support Associate, Epidemiology and Environmental Health
Department	Epidemiology and Environmental Health
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Aug. 31, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory Human Resources Fiscal Services Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/44854
Apply By Email	
Job Description	

Position Summary

The Department of [Epidemiology and Environmental Health](#) (EEH) seeks an **Instructional Support Associate** to provide administrative support for the department and manage the EEH biobank facility.

The Instructional Support Associate should have experience with administrative support duties and working in a laboratory. In this position, you will provide administrative support for the department in the areas of asset and space management, human resources, and finance, with a focus on procurement activities. The Instructional Support Associate also oversees the day-to-day operations of

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the EEH biobank, including management of the specimen inventory, developing and maintaining effective standard operating procedures, project consultations, equipment monitoring and maintenance, specimen processing, storage, and shipping arrangements.

Examples of the work responsibilities include, but are not limited to:

- Provide administrative support associated with department finances. Such responsibilities include procurement, monitoring budgets, reconciliation of expenses, and processing of reimbursement requests.
- Assist the department with human resource related activities. Such responsibilities include coordinating searches, administering new appointments, changes in appointments, reappointments, terminations, and processing immigration filings. Responsibilities also include monitoring appointments with respect to operative dates and communicating with stakeholders regarding upcoming end dates.
- Management of department assets, inventories, and space.
- Serve on school emergency response committee, develop and execute emergency response procedures. Coordinate work order requests for facilities related issues.
- Leadership of the EEH biobank committee, including scheduling and chairing steering committee monthly meetings, preparing agendas, and meeting notes.
- Consult with faculty to develop specimen transport, processing, and storage procedures. Provide cost estimates to faculty for supplies needed to process and store specimens in the biobank.
- Receive, process, and store specimens per established procedures. Procure laboratory supplies. Monitor functioning and provide routine maintenance for biobank freezers and liquid nitrogen tanks. Be available on-call to respond and manage biobank system failures to ensure the integrity of all specimens.
- Maintain an up-to-date inventory of all specimens stored in the EEH biobank and ensure all specimens are clearly labeled and organized. Retrieve specimens as requested and arrange transport.
- Provide safety and procedure training to faculty, staff, and students using biobank resources and monitor usage to ensure policies and procedures are followed.

This position requires strong professional judgement and resourcefulness, the ability to work independently, accurately handle time-sensitive matters, problem-solve and maintain confidentiality. The Instructional Support Associate must be organized, flexible, able to manage multiple projects with competing demands and make appropriate decisions regarding priority with minimal supervision. This position will require on-the-job learning and new skills development pertinent to university systems, professional associations, departmental initiatives, project procedures, and changes in university policies.

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We are committed to the ongoing development of an excellent and diverse community of scholars, staff and students engaged in education, research, and service. We encourage applications from women, members of minority and historically marginalized groups, veterans, and individuals with disabilities.

EEH has a long and outstanding record of research, teaching and service in public health, celebrating its 100th anniversary in 2019. The department has research in epidemiology, health services administration and environmental health and teaches students at the undergraduate and graduate levels (MPH, MS and PhD). The EEH administrative team is an outstanding group of dedicated professionals.

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

- Bachelor's degree
- Experience working in a laboratory environment, knowledge and adherence to laboratory safety procedures, and ability to follow SOPs.
- Demonstrated general skills required include: adaptable, organized, proactive, excellent judgment, quantitative ability. Strong technology skills including effective utilization of Microsoft Office (Word, Excel, PowerPoint and Outlook) and efficient file sharing techniques. Skills in spreadsheet development, communication (listening, written, and oral), customer service,

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problem-solving, and effectively performing as part of a team.

Preferred Qualifications

- Master's degree with experience in a similar professional role providing administrative support and managing a laboratory in an academic, healthcare, or similar institution.
- Experience processing various biological specimen types, managing a large specimen inventory, -80°C freezers, liquid nitrogen, dry ice, and biohazard waste disposal.
- Knowledge of UB administrative policies, procedures, and management systems including: RF Report Center, SIRI, UB Jobs, Concur, ShopBlue, ePTF, UBBox.

Contact Information

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

Contact