

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

Direct Link: <https://www.AcademicKeys.com/r?job=223422>

Downloaded On: Jul. 17, 2024 8:32am

Posted Oct. 12, 2023, set to expire Aug. 4, 2024

<b>Job Title</b>	Administrative Assistant 1
<b>Department</b>	Epidemiology and Environmental Health
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Oct. 12, 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 Administrative Support/Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/45802">https://www.ubjobs.buffalo.edu/postings/45802</a>

**Apply By Email**

**Job Description**

The Department of Epidemiology and Environmental Health (EEH) is in the School of Public Health and Health Professions at University at Buffalo, State University of New York. The department has PhD, MS and MPH degree programs including MPH programs in epidemiology, environmental health, and health services administration. EEH also offers an MD/PhD degree and coordinates a combined Internal Medicine - Preventive Medicine Residency Program. The graduate secretary plays a key role in running the department's academic programs, working closely with the department chair, graduate program director and directors of the department academic programs. The graduate secretary also provides general administrative support for the department as needed and assigned.

Secretary and program coordinator for the director of the EEH graduate program. A candid advisor to the Department Chair and Graduate Program Director on all graduate program matters. Must be able

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to work independently, organize effectively, and take the initiative on matters within his/her job description.

### Duties include

- The Secretary schedules graduate courses for the EEH academic programs
- obtains classrooms in department, school or university space
- informs the department resource manager which adjunct faculty need to be hired for EEH courses each semester
- tracks assistantships and tuition scholarships; assists the department resource manager with administration of tuition scholarships and awards
- coordinates student employee timesheets and other paperwork.
- Is department point of contact for graduate students and department administrative mentor to graduate students.
- Answers questions, assists in problem solving, and provides advice to graduate students and faculty.
- Works independently but must know when to seek guidance.
- He/she coordinates all aspects of graduate education with department chair and director of graduate program including record keeping, M-forms, dissertation/thesis/project defenses, preliminary and comprehensive exams, and graduation. Administers SLATE and SOPHAS admissions systems.
- Accepts EEH affiliated applicants into the program and coordinates graduate admissions with director. Registers students, undergrad and graduate, as needed.
- Verifies student registration and annual student general progress report forms. Coordinates graduate student orientation; speaks at orientation.
- Primary conduit to keep graduate students informed of UB, SPHHP and EEH requirements and activities.
- Administers EEH graduate student files; responsible to develop systems to capture more student file information electronically.

Serves as EEH liaison for the School of Public Health MPH Program and provides administrative support to EEH students and residents. Work with dean's office to implement changes to MPH program and provides information for accreditation. Is a member of the EEH Education Committee and the EEH Admissions Committee. Organizes these meetings to include scheduling, agenda and minutes; serves as advisor to these committees on graduate matters, assists in making changes with Graduate School and registrar.

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Editor and production coordinator of EEH newsletters (frequency determined by EEH Chair), EEH Graduate Student Handbook, and the Education Policy and Procedures Handbook.

Participates in department staff admin team meetings and attends trainings and workshops relevant to the position. Supports the day-to-day operations of the department, such as, but not limited to, distribution of campus mail, opening and closing the department spaces, serving as a point of contact for scheduling of EEH spaces and room access, accepting deliveries, and answering department phone calls and inquiries.

**Contact Information**

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

**Contact**

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