

Business Liaison, Graduate School of Education
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=223534>

Downloaded On: Jun. 30, 2024 11:21am

Posted Oct. 13, 2023, set to expire Aug. 4, 2024

Job Title	Business Liaison, Graduate School of Education
Department	GSE Administrative Operations
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 13, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Human Resources Fiscal Services Finance/Investment Management
Job Website	https://www.ubjobs.buffalo.edu/postings/45813

Apply By Email

Job Description

The [Graduate School of Education \(GSE\)](#) has an exciting opportunity to join our administrative services team as a **Business Liaison**. In this highly collaborative role you will provide a variety of key business support functions to academic department(s) and other offices within GSE. Key areas of responsibility include:

- Budget analysis
- Human Resources processing
- Tracking expenditures, managing stipends and payments, and processing reimbursements
- Policy compliance
- Reporting

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We seek someone with excellent interpersonal skills and the ability to communicate effectively both orally and in writing. Additionally, strong attention to detail, policy, process and procedure, and a working knowledge of general accounting principals are critical to the success of this role.

The Graduate School of Education creates and applies knowledge informed by research on human development, educational policy, pedagogy and information science. With a focus on local-to-global impact, the Graduate School of Education is an inclusive community engaged in ground-breaking research and teaching across education, human development and information science that improves educational, social and economic opportunities for individuals and communities.

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 in a related field and 2 years of administrative experience.

Preferred Qualifications

- Experience in higher education administration setting
- Organized and self-motivated
- Ability to prioritize

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- Proficient in Microsoft Office Suite
- Ability to problem solve or seek answers

Contact Information

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

Contact

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