

Office Assistant 2, Pathology and Anatomical Sciences
University at Buffalo, The State University of New York

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Posted Oct. 26, 2023, set to expire Aug. 4, 2024

Job Title	Office Assistant 2, Pathology and Anatomical Sciences
Department	Pathology and Anatomical Sciences Department
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 26, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/46120

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Job Description

The [Department of Pathology and Anatomical Sciences](#) (PAS) is seeking a full-time **Office Assistant 2** to provide departmental coverage on all aspects of the department, providing back up coverage to the department Office Assistant 1 as needed. Key job tasks will be academic support for all courses and graduate student activities. This position will also serve as additional support to the Chair in conjunction with the Assistant to Chair. In this position, you will be responsible for:

- providing additional front office support in the department, including assistance to all Faculty and Professional Staff in the department;
- purchase requisitions, meeting minutes, correspondence, copying of exams, travel vouchers, and backup assistance for maintenance of office equipment;
- academic activities of the department as the Department Scheduler: access to HUB system,

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eValue system; PAS courses include undergraduate, medical students, dental students, and graduate level courses.

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.

Contact Information

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

Contact