

Human and Organizational Resources Coordinator,  
University Advancement  
University at Buffalo, The State University of New York

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Posted Nov. 3, 2023, set to expire Aug. 4, 2024

<b>Job Title</b>	Human and Organizational Resources Coordinator, University Advancement
<b>Department</b>	University Advancement
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Nov. 3, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Institutional Advancement Human Resources
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/46310">https://www.ubjobs.buffalo.edu/postings/46310</a>

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**Job Description**

Reporting to the Human Resources Officer, the **Human and Organizational Resources Coordinator** will be responsible for administrative functions related to human resources and financial management. The Coordinator provides excellent customer service to [University Advancement](#) staff and job candidates by being proactive, responsive to employee inquiries, and encouraging teamwork and collaboration. To ensure success, the Coordinator should be trustworthy, display strong problem solving and decision-making skills, be extremely detail-oriented, possess strong organizational and time management skills, and be effective at scheduling and thorough in the recruitment process.

**Duties and Responsibilities**

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- Schedule search committee meetings, candidate interviews and assist in the interview process, as needed.
- Ensure that all required paperwork for new hires is received and then entered in the EPTF (electronic personnel transaction forms) system.
- Help organize and manage new employee on-boarding and training programs.
- Serve as a resource for time and attendance questions across all funding sources.
- Monitor expenditures and compile budget data within office accounts to assist in managerial review; prepare and process disbursement requests.

### **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.

### **Contact Information**

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

### **Contact**



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