

Administrative Assistant I, Institute for Lasers Photonics
and Biophotonics
University at Buffalo, The State University of New York

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Posted Nov. 16, 2023, set to expire Aug. 4, 2024

Job Title	Administrative Assistant I, Institute for Lasers Photonics and Biophotonics
Department	Institute for Lasers Photonics and Biophotonics
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 16, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/46530
Apply By Email	
Job Description	

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The [Institute for Lasers Photonics and Biophotonics \(ILPB\)](#) and its constituent units guide and support the University's research enterprise as well as its economic development and entrepreneurial activities. The **Administrative Assistant I** provides administrative support to senior leadership in ILPB, with primary support provided to the Executive Director. The incumbent is responsible for maintaining the calendars of the Executive Director, making travel arrangements and reimbursements, providing support for meetings, and general administrative duties, as assigned. In addition, the position is responsible for editing documents and presentations, and managing special projects. This position will work closely with the ILPB's executive officer, coordinating operations and providing back-up support as needed.

Primary Duties and Responsibilities include, but are not limited to:

- Maintaining calendars for the Executive Director.
- Handling travel and meeting arrangements.
- Editing documents, including Annual Progress reports for SUNY and UB, and PowerPoint presentations, and assisting in ILPB communication efforts.
- Assisting with managing projects and events.
- Purchasing and processing financial transactions.
- Interacting with students and act as a liaison with the Executive Director.

The Administrative Assistant I must be eager to learn, detail-oriented and comfortable handling multiple assignments for various staff members in a fast-paced environment. They must be flexible, have strong communication and interpersonal skills, and be comfortable working as part of a team. The ability to switch between projects and adapt to changing priorities is critical, since the incumbent will be working with multiple staff members on potentially competing projects and deadlines.

The Administrative Assistant I will interact with faculty, business professionals and community leaders as well as their administrative professionals on a daily basis, requiring discretion and tact. Knowledge of business protocol is essential, while experience with university practices and policies also is beneficial.

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

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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