

Executive Assistant, Intercollegiate Athletics  
University at Buffalo, The State University of New York

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Posted Nov. 17, 2023, set to expire Aug. 4, 2024

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|-----------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>            | Executive Assistant, Intercollegiate Athletics                                                            |
| <b>Department</b>           | Intercollegiate Athletics                                                                                 |
| <b>Institution</b>          | University at Buffalo, The State University of New York<br>Buffalo, New York                              |
| <b>Date Posted</b>          | Nov. 17, 2023                                                                                             |
| <b>Application Deadline</b> | Open until filled                                                                                         |
| <b>Position Start Date</b>  | Available immediately                                                                                     |
| <b>Job Categories</b>       | Professional Staff                                                                                        |
| <b>Academic Field(s)</b>    | Athletics and Recreation Services<br>Administrative Support/Services                                      |
| <b>Job Website</b>          | <a href="https://www.ubjobs.buffalo.edu/postings/46560">https://www.ubjobs.buffalo.edu/postings/46560</a> |
| <b>Apply By Email</b>       |                                                                                                           |
| <b>Job Description</b>      |                                                                                                           |

### Position Summary

The Executive Assistant is designed to assist the Vice President and Director of Athletics in a wide-variety of areas that will provide exposure to the inner-workings of an [athletics department](#). While this position directly reports to the Director of Athletics, the successful candidate will work very closely with the Sr. Associate AD/SWA in responsibilities that incorporate compliance with NCAA and gender equity guidelines as well as internal operations.

### Duties and Responsibilities:

- Manage all aspects of special projects for the Vice President and Director of Athletics.

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- Conduct market research, benchmarking, preparing reports and other presentations-style documents are needed.
- Coordinate and manage appearances, meetings, and community related activities for the Vice President and Director of Athletics.
- Work with the Sr. Associate AD/SWA regarding NCAA and gender equality reports/certifications, EDI, athletic department professional development, and internal operations.

### **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.
- Relevant experience in Intercollegiate Athletics.
- Outstanding oral and written communication skills is essential for interaction with Athletics administration, coaches, support staff, academic leaders, university faculty and staff, alumni, and volunteers.
- Possess a high-level of understanding of technology.

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**Contact Information**

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

**Contact**

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