

Assistant to Chair, Biomedical Informatics Department  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=226740>

Downloaded On: Jul. 17, 2024 2:17pm

Posted Dec. 4, 2023, set to expire Aug. 4, 2024

<b>Job Title</b>	Assistant to Chair, Biomedical Informatics Department
<b>Department</b>	Biomedical Informatics Department
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Dec. 4, 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>	Administrative Support/Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/46835">https://www.ubjobs.buffalo.edu/postings/46835</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

The [Department of Biomedical Informatics](#) (BMI) at the Jacobs School of Medicine and Biomedical Sciences, University at Buffalo, is seeking applications for the position of **Assistant to Chair**, responsible for the department's resource management and academic coordination. The successful candidate will manage all aspects of resource management, including human resources, financial management and supervision of the Office Assistant 1 position. The position also includes the Academic Coordinator component which is responsible for managing the MS and PhD programs' applications and admissions process in SLATE, HUB maintenance for course catalog/class schedules and assisting with academic advisement.

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Duties include, but are not limited to:

**Resource Management (40%)**

- Budget, maintain and reconcile various State and UBF accounts (using SIRI)
- Recruit faculty and staff (using UB Jobs)
- Monitor, maintain and process various HR transactions (using SIRI, ePTF)
- Prepare and submit faculty promotion dossiers
- Supervise Office Assistant 1 (using ShopBlue, Concur)

**Academic Coordinator (60%):**

- Serve as Application Coordinator for MS and PhD programs: review applications in SLATE, guide applicants through the application process; work closely with BMI's Program Directors, Jacobs School Office of Biomedical Education, International Admissions, International Student Services
- Process stipends, tuition scholarships; assist students and faculty with various milestones and issues; work closely with JSMBS Office of Biomedical Education and Graduate School
- Monitor and finalize all MS students' Academic Advisement Report (AAR) in HUB
- Monitor and update course catalog and class scheduling in HUB; assist with new 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](#).

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### **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 with two years or more of experience in a related field (a combination of education and experience will be considered in lieu of the degree requirement)
- Excellent oral, written and interpersonal skills
- Must be detail-oriented with excellent organizational, problem solving and analytical skills
- Resourceful, self-directed professional who works well under minimal supervision and is committed to learning new skills as needed
- Ability to effectively manage competing priorities
- Proficient with MS Office suite

### Preferred Qualifications

- Master's degree with two years or more of experience in related field
- Proficient with any of the following: SLATE, HUB, UB Jobs, ePTF, SIRI
- Experience with procurement and travel reimbursement processes at UB

### **Contact Information**

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

### **Contact**



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