

**Administrative Assistant 1**  
**University at Buffalo, The State University of New York**

Direct Link: <https://www.AcademicKeys.com/r?job=227959>

Downloaded On: Jul. 17, 2024 12:50pm

Posted Dec. 20, 2023, set to expire Aug. 4, 2024

<b>Job Title</b>	Administrative Assistant 1
<b>Department</b>	Department of Periodontics and Endodontics
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Dec. 20, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/47179">https://www.ubjobs.buffalo.edu/postings/47179</a>

**Apply By Email**

**Job Description**

The **Administrative Assistant 1** position is the principal administrative support position in the [Department of Periodontics and Endodontics](#), an academic department of 15 full-time faculty and 18 part-time faculty, involved with professional DDS and graduate programs, clinical operations and an active research program.

**The Administrative Assistant 1 will:**

- Provide secretarial and administrative support to the Chair, faculty students and staff of the department
- Provide assistance for clinic scheduling and coverage, maintain office systems, and manage all State, RF and UBF accounts
- Interact with a variety of customers, including faculty, staff, students and visitors to ensure smooth operation of department's academic, clinical and research programs, and answer inquiries

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- Process personnel appointment/reappointments for faculty on yearly basis, and lend support to search committee recruitment efforts, and prepare immigration paperwork as needed
- Organize meetings and events
- Serve as Office Manager and order office supplies
- Maintain records for all purchases and disbursements across multiple funding sources
- Maintain department inventory records and submit inventory reports
- Obtain reports, analyze and reconcile with departmental records
- Function with administrative independence, and supervise clerical support staff and work study students

### **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**



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