

Administrative Assistant 1, Natural Sciences and
Mathematics
University at Buffalo, The State University of New York

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Posted Dec. 28, 2023, set to expire Aug. 4, 2024

Job Title	Administrative Assistant 1, Natural Sciences and Mathematics
Department	CAS Natural Sciences and Mathematics Sector
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 28, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Admissions/Student Records/Registrar Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/47303

Apply By Email

Job Description

The [Natural Sciences and Mathematics](#) sector in the [College of Arts and Sciences](#) at the University at Buffalo is seeking an Administrative Assistant 1 that will provide Graduate Student support. This is a customer service oriented position and requires the incumbent to provide excellent customer service to the various populations with their main focus on the graduate student population. As the front-facing graduate administrative support in a sector you will be assigned to support one or more departments depending on need and support assignments may change over time.

The responsibilities will include the following, but not limited to:

- You will serve as administrative contact for graduate students from the time of application, during

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the admission cycle, acceptance, arrival and throughout the duration of their program of study to conferral.

- You will provide support to the Director of Graduate Studies (DGS) and the Department Administrator, with student management and coordinating the Graduate Programs for the department.
- You will process graduate applications for prospective students.
- You will update student information in the appropriate university system, degree audit, assist director with coordination of open house and other university or departmental functions, create course description booklets each semester advertising course offering.
- Complete and submit tuition waivers for Teaching Assistants according to College and University timetables, ensuring no adverse fiscal action against the department.
- Update and maintain Teaching Assistants assignments and stipends in departmental files. Notify Teaching Assistants of their assignments and maintain graduate student mailboxes.
- Provide general office support such as, answering phones, mailing, copying, scheduling and processing of necessary departmental paperwork.

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 UB

The University at Buffalo is a flagship institution in the State University of New York system, UB is the largest and most comprehensive campus in the 64-campus SUNY system. It is a member of the Association of American Universities. UB is a premier, research-intensive public university dedicated to academic excellence. 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.



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Contact

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