

Assistant to Chair, Emergency Medicine
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	Assistant to Chair, Emergency Medicine
Department	Emergency Medicine
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	Professional Staff
Academic Field(s)	Human Resources Finance/Investment Management Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/47298
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Job Description	

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The [Department of Emergency Medicine](#) 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 academic resource management, including human resources, financial management.

In this role, you will be responsible for:

- Budget management, including maintaining and reconciling various State and UBF accounts (using SIRI)
- Recruitment support for faculty and staff positions
- Monitoring, maintaining and processing various HR transactions
- Preparing and submitting faculty promotion dossiers
- Providing administrative support to the Department Chair

Minimum Qualifications

- Bachelor's degree with two years or more of experience in an administrative support role.
- 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

Contact Information

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

Contact



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