

Faculty Affairs Staff Administrator  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=228392>

Downloaded On: Jul. 17, 2024 2:50pm

Posted Jan. 5, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	Faculty Affairs Staff Administrator
<b>Department</b>	Jacobs School of Medicine and Biomedical Sciences
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Jan. 5, 2024
<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>	Educational Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/47383">https://www.ubjobs.buffalo.edu/postings/47383</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

The Jacobs School of Medicine and Biomedical Sciences, [Office of Faculty Affairs \(OFA\)](#) seeks a **Faculty Affairs Staff Administrator** as the primary support administrator for the Senior Associate Dean in the OFA. In this role, you will provide first-line communication with the public, faculty and staff in the Jacobs School and University. In this position, you will be responsible for:

- acquiring data and other information required to complete surveys, recognition/honors applications and grant applications;
- maintaining the submission of applications for faculty honorifics and having a working familiarity with requirements;

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- assisting the Senior Associate Dean in development of new programs and maintenance of existing programs;
- reviewing dossiers for pre-promotion and tenure review;
- managing faculty mentoring program for Jacobs School;
- serving as the acting liaison with promotion and tenure committees at the school and university levels;
- communicating with Faculty, Staff and Department Chairs regarding promotion and tenure deadlines and requirements.

This position requires in-depth and working knowledge of tenure and promotions procedures and guidelines for qualified and unqualified ranks; providing updates to faculty handbook on promotions. The successfully candidate will be familiar with Academic Analytics and other university data resources. This position requires oral presentation skills for one-on-one and group presentations; presenting at workshops/seminars for faculty and/or staff regarding procedures related to promotion or other OFA activities as needed.

### **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

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- Bachelor's Degree with 2 years of experience.
- Excellent written communication and verbal skills.
- Excellent computer skills including familiarity with Word, Excel, Adobe, PowerPoint.
- Attention to detail, accuracy, timeliness, and excellent customer service.
- Ability to establish and maintain effective working relationships with others.
- Ability to organize and maintain office files.

**Preferred Qualifications**

- Master's degree.
- 3 or more years experience at the University at Buffalo with working knowledge of faculty promotions and procedures Excellent oral and written communication skills.
- Experience with Human Resource services.

**Contact Information**

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

**Contact**