

**Staff Assistant**  
**University at Buffalo, The State University of New York**

Direct Link: <https://www.AcademicKeys.com/r?job=228971>

Downloaded On: Jul. 17, 2024 12:55pm

Posted Jan. 17, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	Staff Assistant
<b>Department</b>	OTP Administrative Operations
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Jan. 17, 2024
<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/47572">https://www.ubjobs.buffalo.edu/postings/47572</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

#### Position Summary

**The University at Buffalo Office of the President** seeks to hire an experienced and highly responsible professional to serve as Staff Assistant. The Staff Assistant organizes a wide range of administrative activities, office operations and meeting logistics in support of presidential priorities. The position requires accommodation of changing priorities, the ability to exercise flexibility and demonstration of good judgment. The nature of the issues the incumbent works with and the publics the incumbent deals with require that this individual be discreet, diplomatic, and sensitive to confidentiality.

#### **Key Responsibilities Include:**

- Maintain the calendar for the Chief of Staff to the President/Vice President for Government and Community Relations and Chief Campus Counsel. Administrative duties include organizing and

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overseeing tasks related to calendar maintenance by gathering information and researching material as needed in support of routine business and projects.

- Coordinate administrative tasks for office operations, including supply ordering, equipment maintenance work orders, travel requests and reimbursements.
- Support the executive assistant to the president in the coordination, implementation and completion of projects by assisting in the planning of events, coordinating meetings and provide administrative support.
- Assist with the processing of incoming legal documents and queries directed to the president's office, requiring calendaring, telephone contacts and information collection and transmittal.
- Serve as the primary back-up for the executive assistant to the president in their absence or as needed.
- Assist with the administrative operations for the Office of Community Relations including scheduling meetings, event coordination, managing communications, and assistance with office supply orders and budgeting.
- Assist the office of the president senior leadership group with a wide variety of administrative duties, including managing project-related preparations, logistics, communications, and data entry.
- Supervise student assistants including participating in recruiting, interviewing and recommending UB students for appointment as student assistants in the president's office. Train president's office student assistants on front desk and office procedures.
- Serve as back-up for the reception desk of the Senior Administration offices.

### **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](#).

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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 required with 1 year of related experience in an administration setting.

- Excellent interpersonal, verbal and written communication skills with the ability to communicate clearly and respectfully with diverse populations including faculty, senior leadership and staff.
- Demonstrated proficiency in project management with strong organization skills including the ability to exercise excellent judgement and professionalism.
- Ability to prioritize, multi-task, work autonomously, exercise discretion when making decisions, and handle a wide range of questions and situations in an effective, efficient, and professional manner.
- Ability to work in a diverse environment exhibiting understanding, appreciation, and respect for all individuals.
- Possess and display a high-level of customer service to all constituents.
- Strong computer skills essential. Highly proficient in Microsoft Office Suite and other web-based software applications.

**Preferred Qualifications**

- Higher Education experience.
- Two years of experience of related administrative experience in a college/university or executive level administrative environment
- Experience with UB travel, reimbursement and procurement processes and systems such as ShopBlue, Concur, and eReq.

**Contact Information**

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

**Contact**