

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

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Posted Jan. 24, 2024, set to expire Aug. 4, 2024

Job Title	Staff Assistant, Football
Department	Division of Athletics
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 24, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Athletics and Recreation Services
Job Website	https://www.ubjobs.buffalo.edu/postings/47734
Apply By Email	
Job Description	

Position Summary

The Staff Assistant for Football is designed to provide a full range of professional support for the Division I Head Football Coach and Assistant Football Coaches, including but not limited to assisting with concur and all reconciliations for travel.

Duties and Responsibilities:

- Carry out all duties and responsibilities in accordance with the Division of Athletics' mission statement. Demonstrate knowledge and understanding of NCAA, Mid-American Conference, University at Buffalo rules and regulations, policies and procedures.
- Provide a full range of professional administrative support for the NCAA Division I Football

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- program including assisting with concur and all reconciliations for travel.
- Complete all University paperwork regarding finance, travel and personnel, within the prescribed timelines, as established by the Athletics' Business Office, HR or the University.
- Assist Head Coach and Assistant Coaches with concur and all reconciliations for travel that takes place for recruiting of potential student-athletes.
 - Prepare travel reconciliation paperwork for Assistant Coaches once receipts are received and submit to concur.
- Provide hospitality to National Football league (NFL) Scouts and greets other visitors to the football office. Gatekeeper for Football office & Head Coach.

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

- Bachelor's degree.
- Relevant experience in Intercollegiate Athletics.
- Outstanding oral and written communication skills is essential for interaction with coaches, support staff, student-athletes, academic leaders, university faculty and staff, alumni, and volunteers.

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- Possess a high-level of understanding of technology.

Contact Information

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

Contact

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