

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

Direct Link: <https://www.AcademicKeys.com/r?job=231659>

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Posted Feb. 29, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	University Police Staff Assistant
<b>Department</b>	University Police
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Feb. 29, 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>	Administrative Support/Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/48772">https://www.ubjobs.buffalo.edu/postings/48772</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

The University at Buffalo is searching for a Staff Assistant to provide daily administrative management support for the [University Police Department](#). The Staff Assistant will perform functions including, but not limited to:

- Serves as an Executive Assistant to the Chief, Deputy Chiefs, and HR & Business Manager.
- Supervision of University Police Lost & Found, including assistance with answering the non-emergency phone line and quarterly audits.
- Assist in monitoring and tracking of OTPS and PSR expenditures, creating and reconciling electronic personnel and requisition transactions.
- Responsible for the daily coordination of scheduling and overtime tracking and accruals,

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including processing biweekly timesheets.

- Coordinate the distribution and tabulation of departments customer satisfaction surveys.
- Compiles information in accordance with policies of accrediting agencies.
- Provides administrative support to the Criminal Investigation Division.

### **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**

- Associates degree required with 3 years of professional work experience.
- Demonstrated proficiency in Microsoft office suite.
- Ability to multi-task.
- Strong written/oral communication skills.

### **Preferred Qualifications**

Bachelor's Degree.



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**Contact Information**

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

**Contact**

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