

Office Assistant 2, Law School
University at Buffalo, The State University of New York

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Posted Mar. 1, 2024, set to expire Aug. 4, 2024

Job Title	Office Assistant 2, Law School
Department	Law School
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Mar. 1, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/48633

Apply By Email

Job Description

The **Office Assistant 2** will be involved with advancing the [Law School's](#) mission to increase the visibility and impact of the research and scholarly work of the law faculty. The position's duties include, but are not limited to, collecting, maintaining, and reporting information on faculty research and engagement activities; supporting faculty in the dissemination of their work; and assisting faculty to find and take advantage of opportunities to enhance the impact of their work and other faculty support functions as needed. Some specific duties include:

- Creating and maintaining faculty profiles and posting faculty work to relevant websites
- Assisting with article submissions
- Collecting data on faculty engagement activity and scholarly work; and preparing reports as necessary
- Assisting with identifying book publishers

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- Identifying, screening and/or training research assistants
- Providing administrative support for faculty-organized conferences, including travel planning and reimbursements
- Identifying conferences or other venues for participation, networking, and dissemination
- Liaise with the Law IT department to communicate technology needs, expectations and issues experienced by faculty in the classrooms.
- Faculty CV updates, syllabi updates to website and faculty annual report intake and collation.
- In consultation with faculty, disseminating faculty work to interested colleagues and assisting with article submissions.
- Other duties as deemed appropriate by your supervisor and or faculty members

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 Department

The University at Buffalo [School of Law](#)— the only law school in the State University of New York system — is situated on the flagship campus of a world-class research intensive public university, the largest in the northeastern United States. 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.

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.

Contact Information

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

Contact



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