

Human Resources Specialist
University at Buffalo, The State University of New York

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Posted Mar. 7, 2024, set to expire Aug. 4, 2024

Job Title	Human Resources Specialist
Department	SDM Human Resources
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Mar. 7, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Human Resources
Job Website	https://www.ubjobs.buffalo.edu/postings/48988
Apply By Email	
Job Description	

Position Summary

The **Senior Staff Assistant, SL3 (Human Resources Specialist)** position is an exciting professional opportunity at the [School of Dental Medicine](#) to support the day-to-day Human Resources operations in all areas of personnel functions ranging from classification of positions, payroll and salary analysis, recruitment, time and attendance, performance management, staff development and employee relations. The responsibilities of this position will include:

- Preparation of personnel transactions for multiple funding sources (State, UBF and RF) with knowledge of required documents to support the type of appointment which includes faculty, staff, volunteer, residents, student assistants, and graduate assistants.
- Serve as a UB Jobs hiring manager by assisting departments with the development of new or

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modification of existing position descriptions, assembly of organization charts and justification memos in accordance with university policy.

- Assist with the management of work authorizations for international employees and serve as liaison with the Office of Immigration Services.
- Participate in performance management across funding sources using designated University systems for probation reports, performance programs and appraisals. Monitor eligibility for permanent appointments, and work with departments to assemble materials for successful transition.
- Support the HR team with onboarding faculty, staff and volunteers in accordance with University and SDM policies and procedures with special consideration for credentialing, clinical compliance and background check requirements. Assist with reappointments and with off-boarding protocols.
- Maintenance of accurate records in various personnel databases and University systems, including listservs.
- Conduct salary analysis, surveys and complete reporting requests on annual and ad hoc basis. Draft salary justification memos for HR and University approvals when warranted.
- Assist with faculty Clinic Practice Management activities by tracking incoming new faculty hires, and changes with current faculty and their roles, and liaise with Dept. Chairs for annual voting faculty reporting purposes.
- Support new supervisors and employees on time and attendance policies and procedures across funding sources for exempt and non-exempt employees. Prepare initial time sheets for UB Foundation hires, and assist with collection of semi-annual attendance records.
- Process hourly time sheets, extra service, overtime vouchers, holiday pay and lost time as needed. Monitor leaves of absences for end dates and verify follow-up documentation for extensions.
- Serve as a member of the university's HR Advisory committee and as a liaison to multiple university offices to coordinate HR services and professional development programming.
- Participate in employee relations documentation and communications according to best practices, and collaborate to foster a culture of equity, diversity and inclusion.

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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. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about the great [benefits](#) the University at Buffalo has to offer.

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 with minimum of 2 years of relevant Human Resources work experience or equivalent combination of education and work experience.

Preferred Qualifications

- Excellent verbal, written and interpersonal and organizational skills.
- Detail oriented, self-starter and able to prioritize workload.
- Proficiency with Microsoft Outlook, Word and Excel.
- Familiarity with University HR systems, State and SUNY HR policies and procedures.
- Customer service oriented.



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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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