

Administrative Assistant, Jacobs School of Medicine and  
Biomedical Sciences  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=232966>

Downloaded On: Jul. 17, 2024 2:29pm

Posted Mar. 14, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	Administrative Assistant, Jacobs School of Medicine and Biomedical Sciences
<b>Department</b>	Jacobs School of Medicine and Biomedical Sciences
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Mar. 14, 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/49151">https://www.ubjobs.buffalo.edu/postings/49151</a>

**Apply By Email**

**Job Description**

The [Jacobs School of Medicine and Biomedical Sciences](#) is seeking an administrative professional who will serve as the first point of contact for our office and provide a variety of administrative support including scheduling meetings and maintaining complex calendars. In this role, you will represent the Jacobs School with professionalism by greeting visitors, answering phone calls, and directing inquiries to the appropriate parties.

As an **Administrative Assistant**, you will:

- maintain calendar and manage meeting requests;
- prepare correspondence as requested;
- make travel arrangements and assist with reimbursement requests;
- assist in the planning of events;



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- coordinate committee meetings and provide administrative support;
- serve as reception when needed.

### **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 Jacobs School** From our founding as a medical school in 1846, to paving the way for future physicians, the Jacobs School of Medicine and Biomedical Sciences builds upon its proud legacy of teaching, patient care and scientific discovery. Our mission is to advance health and wellness across the life span for the people of New York and the world through the education of tomorrow's leaders in health care and biomedical sciences, innovative research and outstanding clinical care.

### **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.

### **Contact Information**

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

### **Contact**