

Assistant to Chair, Biotechnical and Clinical Laboratory
Sciences
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=235197>

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Posted Apr. 25, 2024, set to expire Aug. 25, 2024

Job Title	Assistant to Chair, Biotechnical and Clinical Laboratory Sciences
Department	Biotechnical and Clinical Laboratory Sciences
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Apr. 25, 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/49774
Apply By Email	
Job Description	

Position Summary

An exciting opportunity for an **Assistant to Chair** to provide finance and HR support for the department of Biotechnical and Clinical Laboratory Sciences is available at the [Jacobs School of Medicine and Biomedical Sciences](#).

In this position, you will:

- Develop, prepare, and monitor departmental budgets for State, Research Foundation, and UB Foundation accounts. Utilizing various University and State applications
- Responsible for departmental purchasing and working with outside agencies

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- Serve as departmental liaison for faculty and staff human resources matters including payroll, benefits, compliance, communications and recruitment
- Coordinate all personal transactions including preparation of dossiers for faculty promotion and tenure
- Coordinate the on-boarding of all new faculty and staff
- Assist the Clinical Educational Coordinator with processes for student clinical rotations at hospitals and private laboratories
- Provide administrative support to the Department Chair

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 2 years of experience. A combination of education and experience will be considered.

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Preferred Qualifications

- Bachelor's degree in business management or related field
- Knowledge of SUNY policies, procedures, and budgeting
- Proficiency in Microsoft office suite
- Strong organizational and communication skills
- Experience in an academic setting and working with diverse populations

Contact Information

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

Contact