

Executive Assistant to the Dean
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=237078>

Downloaded On: Jun. 29, 2024 5:25pm

Posted Jun. 4, 2024, set to expire Oct. 4, 2024

Job Title	Executive Assistant to the Dean
Department	Law School
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jun. 4, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/50480
Apply By Email	
Job Description	

Position Summary

The incumbent will oversee and supervise all direct administrative assistance to the Dean of the School of Law. They will serve as point person for all senior leadership in the School of Law to manage day-to-day logistics for the Dean. They will serve as primary point of contact for the Dean to manage the Dean's schedule and travel arrangements. Manage the Deans suite and screen calls and visitors. The incumbent will review Dean's schedule regularly to prioritize and optimize the Dean's time. They will ensure that the appropriate participants are included in meetings and that the Dean is fully prepared and briefed for all meetings and events. The incumbent will meet regularly, generally daily, with dean to brief him on important issues, and serve as primary contact to handle urgent and non-scheduled issues that arise. They will anticipate and independently solve problems as they come up and/or determine strategies to avoid problems whenever possible.

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As Executive Assistant to the Dean you will provide high level administrative and confidential assistance to the Dean of the School of Law. You will be expected to work with a great deal of initiative and autonomy in the following responsibilities:

- Triage Dean's emails to ensure that the appropriate parties are apprised of information for which they may need to take action or be aware of. Make the Dean aware of priority items so that he may respond and/or take action. As needed draft responses for the Dean.
- Attend senior administration meetings, faculty meetings, Dean's Vice Dean's meetings, solicit and distribute agenda items, record, and distribute minutes; track and manage action items. Keep the Dean informed on progress, outcomes and issues for further action or discussion.
- Work with Dean's office staff to schedule, plan and execute annual review meetings with staff and faculty. Attend these meetings and track and report all action items; providing follow up as needed.
- Maintain Dean's office procurement cards for purchases (supplies, travel, registrations, etc.) ensuring the proper funding source for these transactions. Document and reconcile these cards monthly. This includes any procurement cards which the Dean may hold. Ensure all transactions are made in accordance with university policy.
- Work with the Dean's office leadership and Advancement office on semiannual Dean's Advisory Council meetings. Attend briefing meetings to help identify and develop presentation materials.
- Provide support to Dean and Vice Deans for special projects including planning and other efforts from university leadership. Act as liaison as needed on school wide projects with university leadership. Assist Dean with administration of special projects. This may include preparing projects and/or presentation materials.
- Work closely with communications and marketing team as needed on School of Law communications efforts, Dean's communications, and recruitment and commencement presentations. Respond to or draft responses to general inquiries or requests addressed to the Dean.

The professional obligation for this position will require you to work outside of normal business hours (some evenings and weekends). Limited local or regional travel with or on behalf of the Dean will also be a requirement of this position.

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

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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 two years' experience required.
- Administrative management experience.
- Absolutely required are superior written and oral communication skills and strong computer skills.
- Incumbent must be able to maintain the highest level of confidentiality and respond with tact and diplomacy in high pressure or sensitive situations.
- Must be able to manage competing priorities, display flexibility and initiative, and work with a diverse constituency in a fast-paced environment.

Preferred Qualifications

- Masters or Advanced degree preferred.
- Prior experience at a large research university center, preferably at the University at Buffalo (UB).
- Familiarity with UB policies and procedures.

Contact Information



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

Contact

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