

**Records Management & Access Administrator**  
**University at Buffalo, The State University of New York**

Direct Link: <https://www.AcademicKeys.com/r?job=239291>

Downloaded On: Nov. 19, 2024 2:37pm

Posted Jul. 11, 2024, set to expire Nov. 20, 2024

<b>Job Title</b>	Records Management & Access Administrator
<b>Department</b>	Policy, Compliance and Internal Controls
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Jul. 11, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Admissions/Student Records/Registrar
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/51480">https://www.ubjobs.buffalo.edu/postings/51480</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### **Position Summary**

The [Office of Policy, Business Compliance and Internal Controls](#) at the University at Buffalo is seeking a Freedom of Information Law (FOIL) and **Records Management and Access Administrator**. This person must have the ability to manage the daily flow of FOIL requests and responses. This position will also manage record retention requests for the university including assisting the Records Access Officer with enforcing records management guidelines and providing direction to Record Coordinators. The candidate will also assist the Director of Policy, Business Compliance and Internal Controls in assessing and mitigating risks associated with protecting data on both electronic and physical records. In this role you will be responsible for:

- Coordinating the FOIL process from the initial receipt of the request through providing a timely,

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comprehensive response that is in compliance with the FOIL law. Including collaborating with campus departments to identify and obtain responses in a timely manner.

- In consultation with Human Resources, responds to unions for any request made pursuant to the Taylor Law.
- Support a records management program that ensures data security and compliance with records management requirements.
- Provide consultation for departments regarding records management concerns and encourage annual record maintenance across campus.
- Participate in or initiate policy development when necessary and appropriate as a subject matter expert.
- Remain up to date on current legislation or events related to Records Management and FOIL.

The university seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the diverse people of Buffalo, to maintain the excellence of the university and to offer our students richly varied disciplines, perspectives and ways of knowing and learning.

### **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 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.

As an Equal Opportunity / Affirmative Action employer, the University at Buffalo will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

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**Minimum Qualifications**

- Bachelor's Degree with 2 years of experience. A combination of education and experience will be considered in lieu of the requirement
- Knowledge of Microsoft Office Products
- Strong written and oral communications
- Excellent attention to detail and organizational skills
- The ability to manage multiple time-sensitive projects, and to coordinate with various parties to help complete them

**Preferred Qualifications**

- 2 + years of experience with legal, compliance operations and/or document management (strongly preferred)
- Paralegal experience

**Contact Information**

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

**Contact**