

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

Direct Link: <https://www.AcademicKeys.com/r?job=241634>

Downloaded On: Jul. 23, 2024 11:36am

Posted Jul. 17, 2024, set to expire Nov. 16, 2024

<b>Job Title</b>	Human Resources Assistant
<b>Department</b>	MGT Administration Operations
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Jul. 17, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff Classified Staff
<b>Academic Field(s)</b>	Human Resources
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/51638">https://www.ubjobs.buffalo.edu/postings/51638</a>
<b>Apply By Email</b>	
<b>Job Description</b>	



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**The School of Management** is seeking a Human Resources Assistant to support the hiring and onboarding process for all temporary appointments. This role will be a key contributor, providing outstanding customer service to students, adjunct faculty, and internal stakeholders. The strongest candidates will enjoy interacting with a diverse group of professionals, be a problem solver, be detail-oriented, and enjoy working within a cohesive and mutually supportive team. Specifically, you will be responsible for:

- Coordinate the student and adjunct faculty hiring and onboarding process from start to finish, ensuring compliance with applicable laws, union agreements, SUNY policy, etc.
- Partner with School of Management leaders to ensure appropriate staffing levels as it relates to temporary appointments
- Act as HR liaison for the School of Management with other university departments, including but not limited to: Human Resources, Payroll, Benefits and UB Immigration Services.
- Maintain accurate electronic filing system for all personnel documents, including appropriate storage of sensitive and category 1 data.
- Accurately input and update employee information into the HR database system, ensuring compliance with record-keeping policies and procedures.
- Provide general administrative support to the Finance and Administration Department.
- Perform routine audits/reconciliation to ensure recordkeeping is accurate and up-to-date in all systems.
- Assist with special projects and initiatives.

### **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](#).

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.



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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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