

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

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Downloaded On: Oct. 11, 2024 7:24am

Posted Jul. 22, 2024, set to expire Nov. 18, 2024

Job Title	Executive Assistant to the Dean
Department	GSE Administrative Operations
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jul. 22, 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/51684
Apply By Email	
Job Description	

Position Summary

The [University at Buffalo](#) is in search of an **Executive Assistant to the Dean**, responsible for offering top-tier support and confidential aid to the Dean of the [Graduate School of Education](#). This role demands adeptness in handling occasional high-pressure or challenging circumstances with tact and diplomacy.

Key Duties & Responsibilities may include:

- Logistics and information management including day-to-day logistics, oversight of the GSE Dean's office general email account, point person for the Dean's Office, and preparation for meetings.

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- Meeting and event management and administrative support including scheduling, running zooms, break out rooms, polls, planning, budgeting, taking minutes and communicating with others.
- Project and communication support including triage Dean's mail, manage emails going to faculty, staff and student list servs, provide support for special projects, and research and write speeches, talking points, memos, letters, and reports.
- Oversee any necessary elections for filling Executive Committee and EDJI Committees on a yearly basis.
- Financial administrative support including maintain procurement cards for purchases, monthly reconciliation, reimbursement processes, and propose and manage the Dean's professional development and event budgets.

This position is expected to manage competing priorities, display flexibility and initiative, work with a diverse constituency, and work with a great deal of autonomy. The professional obligation for this position will require you to occasionally work outside of normal business hours, including some evenings and weekends.

The [Graduate School of Education](#) is a community of researchers, learners and professionals focused on big ideas and actions that result in state-of-the-art solutions to the most pressing education prob-blems facing our world today. Our faculty and students form innovative collaborations and are engaged in research resulting in the discovery of new and cutting-edge learning experiences that move education forward. Their efforts are making an extraordinary impact in Buffalo and beyond. Our community embraces the need for change inside and outside our walls, securing our position as bold change-agents in education.

- One of 13 schools at the University at Buffalo (a Research 1 member of the AAU), the Graduate School of Education is comprised of four departments offering eighty-five graduate programs, twenty-two advanced certificates, four undergraduate minors, one combined degree program featuring fourteen disciplines and seven centers and institutes.
- We are committed to creating a diverse, inclusive, just and equitable community of faculty, students, staff and administrators where all feel welcomed, included, supported and empowered. Cultivating such an environment is essential to our roles as educators, scholars and leaders within our professions and communities.
- Our award-winning faculty are engaged in groundbreaking research in a wide range of educational issues. Since 1931, over 20,000 students have graduated and moved on to successful careers as university presidents and administrators, principals, superintendents, psychologists, counselors, information specialists, librarians, teachers, faculty and outstanding researchers all around the world.

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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.

Minimum Qualifications

- Bachelor's degree with 2 years of experience in administrative management
- Superior oral and written communication skills (finalist candidates may be asked to furnish writing samples) and strong computer skills.
- 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

- Master's degree in an administration-related field such as an MBA with three years' experience in an administrative management position.
- Prior experience at a large research university center, preferably at the University at Buffalo (UB).
- Familiarity with UB policies and procedures.



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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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