

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

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Posted Aug. 1, 2024, set to expire Dec. 1, 2024

Job Title	Human Resources Assistant
Department	CIO Human Resources
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Aug. 1, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Human Resources
Job Website	https://www.ubjobs.buffalo.edu/postings/51904
Apply By Email	
Job Description	

Position Summary

The **Human Resources Assistant** provides administrative support to the VPCIO-Human Resources Office under the [Division of the Vice President and Chief Information Officer](#) (VPCIO). This integral role is responsible for a variety of administrative matters pertaining to staff and students within 9 departments under the VPCIO.

In this role, the Human Resources Assistant will:

- Processes VPCIO Student Assistant reappointments, salary increases and terminations
- Coordinate, initiate, process and monitor staff reappointments, change of supervisor, and

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termination processes, including organizational chart updates and years of service recognition

- Responsible for assigning and tracking mandatory trainings for staff
- Oversee and track performance management for the VPCIO organization
- Monitor the unit's email account and respond or escalate inquiries
- General office activities; departmental mailings, procurement, maintaining HR office procedures
- Serves as back-up to the Associate Director of CIO-Human Resources

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) 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 (2) years of experience in Human Resources. Equivalent combination of education and experience will be considered in lieu of the degree.
- Must be able to manage competing priorities, display flexibility and initiative, pay attention to detail, and work within a fast-paced environment
- Exceptional interpersonal skills (oral and written) with a developed degree of tact, diplomacy, and respect for all individuals with a commitment to diversity, equity and inclusion
- Proficiency with Microsoft Office Suite

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- Must demonstrate ability to exercise discretion and maintain confidentiality in carrying out responsibilities.
- Applicants must be authorized to work in the United States on a full-time basis. We are unable to sponsor or take over sponsorship of an employment Visa at this time.
- Ability to work in a 24x7 environment, working extended hours, holidays, or varied hours as needed.

Contact Information

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

Contact

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