

Administrative Assistant, University Advancement  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=242903>

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Posted Aug. 9, 2024, set to expire Aug. 4, 2025

**Job Title** Administrative Assistant, University Advancement  
**Department** University Advancement  
**Institution** University at Buffalo, The State University of New York  
Buffalo, New York

**Date Posted** Aug. 9, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Classified Staff

**Academic Field(s)** Administrative Support/Services

**Job Website** <https://www.ubjobs.buffalo.edu/postings/52034>

**Apply By Email**

**Job Description**

Are you a highly organized and experienced professional looking to support the impactful work of a dynamic team? [University Advancement](#) at the University at Buffalo is seeking an **Administrative Assistant** to join our division. This role is essential in supporting the Division of University Advancement and collaborating with both divisional and university colleagues to increase private support and engagement.

**Key Responsibilities**

- Perform various administrative duties to support the assigned Advancement team.
- Manage office tasks and projects independently, with unusual situations referred to others.
- Handle complex and confidential information with professionalism and discretion.
- Utilize MS Office tools and programs effectively to enhance team productivity.
- Collaborate with divisional and university colleagues to support private support and engagement

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initiatives.

### **Join Our Team**

If you are a detail-oriented and proactive individual with a passion for supporting complex organizations, we encourage you to apply. This is an excellent opportunity to contribute to the success of University Advancement and make a significant impact on our community. Apply now and become a vital part of our mission to increase private support and engagement at the University at Buffalo.

### **Division of University Advancement**

At the University at Buffalo, our Division of University Advancement plays a pivotal role in advancing our mission. With the historic \$1 Billion Boldly Buffalo campaign recently concluded in June 2024, where more than 80,000 alumni and donors generously contributed, we're on the cusp of greatness. Our goal? To propel UB into the top 25 of national public research universities within the next decade. As part of our team, you'll build strong connections with alumni and donors worldwide, shaping the future of our institution. Join us and be part of a team that changes the world!

### **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 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](#).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation 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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**Contact Information**

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

**Contact**

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