

Staff Assistant, Pediatrics
University at Buffalo, The State University of New York

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Posted Aug. 15, 2024, set to expire Aug. 4, 2025

Job Title	Staff Assistant, Pediatrics
Department	Pediatrics
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Aug. 15, 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/52177
Apply By Email	
Job Description	

Position Summary

The [Department of Pediatrics](#), University at Buffalo (UB) Jacobs School of Medicine and Biomedical Sciences, is seeking a **Staff Assistant** to provide administrative support to the Department Administrator, administrative leadership, and the faculty and staff in the 18 divisions within the department.

Key responsibilities include, but are not limited to:

- Work with a team to implement all aspects of personnel management including staff appointment processing, reappointments, and recruitment activities;
- Serve as a resource/liaison for questions and issues related to staff personnel management;

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- Provide administrative support associated with department finances, such as monitoring state accounts and maintaining account balances, procurement, reconciliation of expenses, and processing reimbursement requests;
- As a member of the department's administrative team, the incumbent will be asked to provide general business support as needed, including assisting with website management, event planning, faculty travel and reimbursement, and management of department space and assets inventories.

The incumbent must be eager to learn, detail-oriented, and comfortable handling multiple assignments simultaneously.

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.

Minimum Qualifications

- Bachelor's degree or Associate degree with 2 years of experience in an academic or administrative/coordinator setting.

Preferred Qualifications

- Experience with university systems and policies

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- Proficient in MS Office programs

Salary Range: \$45,000 - \$48,000

Additional Salary Information: The salary range reflects our good faith and reasonable estimate of the possible compensation at the time of posting, the role and associated responsibilities, and the experience, education, and training of the selected candidate.

Type: Full-Time

Campus: Downtown Campus

Contact Information

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

Contact

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