

**Administrative Assistant I**  
**University at Buffalo, The State University of New York**

Direct Link: <https://www.AcademicKeys.com/r?job=243618>

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Posted Aug. 23, 2024, set to expire Aug. 4, 2025

<b>Job Title</b>	Administrative Assistant I
<b>Department</b>	Pharmacy
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Aug. 23, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/52367">https://www.ubjobs.buffalo.edu/postings/52367</a>

**Apply By Email**

**Job Description**

The [School of Pharmacy and Pharmaceutical Sciences](#), Department of Pharmacy is looking for a part-time Administrative Assistant I to assist with administrative coordination and tasks for the NYS Department of Health supported initiative.

**Job Duties:**

- Enter instructions and documents on a learning management system and website for educational offerings.
- Coordinate information from documents, emails, or other correspondence in preparing applications for continuing education accreditation.
- Provide customer support for educational program participants.
- Coordinate meetings and events.
- Provide administrative support to the program lead.

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- Facilitate continuing education activities
- Manage inventory of supplies, work requests, and assist with mailings.

### **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 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](#).

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### **Contact Information**

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

### **Contact**