

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

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

Job Title	Administrative Assistant I
Department	Pharmacy
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Aug. 23, 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/52367

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](#).

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.

Contact Information

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

Contact