

Workforce Manager, SEAS Dean's Office  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=244284>

Downloaded On: Apr. 2, 2025 2:52pm

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

<b>Job Title</b>	Workforce Manager, SEAS Dean's Office
<b>Department</b>	SEAS Dean's Office
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Sep. 4, 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>	Human Resources Administrative Support/Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/52553">https://www.ubjobs.buffalo.edu/postings/52553</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

The [School of Engineering & Applied Sciences \(SEAS\)](#) is seeking a **Workforce Manager** to manage appointment and human resource activities in support of the faculty and staff at the school in conjunction with University Human Resource Services (UB-HR). In this position, you are expected to be self-motivated and capable of prioritizing and completing tasks with minimal supervision. The position will report to the Director of Recruitment & Faculty Affairs.

### Responsibilities include:

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## 1. Management of all staff appointments

- Monitor appointments for all staff, generating reappointment reminders as needed, garner supervisors' reappointment recommendations, garner approvals, and issue appointment notices.
- Monitor and manage the permanent appointment process for all staff. Advise department representatives and employees on the process, timeline, or other questions as they arise. Review requests as they arrive and submit them for review/approval by the Dean, and the provost; notify staff of the final disposition of the request and draft the necessary eptfs.
- Manage the performance program and evaluation process for all staff appointments, ensuring annual reviews are filed in a timely manner.
- Provide guidance to department representatives when questions arise and act as liaison with UB-HR offices to resolve problems.

## 2. General Transactions

Initiate, review, and monitor personnel transactions for all SEAS Faculty and staff appointments. Types of transactions would include but are not limited to:

- Initial appointment, reappointment, promotion, and termination.
- Requests for new employee packages.
- Relocation Expenses forms.
- Patent Awards bonus payments.
- Unemployment notification for departing employees.
- Change of Supervisor.
- Extra Service requests.
- Volunteer Appointments: Receive, review and garner approval for all volunteer appointments, processing paperwork after approval.
- Academic leaves of absence: Receive and review all requests for sabbaticals from all SEAS Departments and submit requests for review/approval by the Assoc. Dean for Faculty Affairs & Recognition, the Dean, and the provost; notify faculty of the final disposition of the request and gather leave reports at the conclusion of the sabbatical.

## 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



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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](#).

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
- 2 years of professional experience in human resources
- Strong computer skills, especially with regard to the Microsoft Office suite. Must have strong data skills, including establishing and maintaining data sets to track a variety of personnel-related tasks, interpreting data and producing cogent reports.
- Excellent interpersonal skills and strong written & verbal communication skills.
- Ability to handle sensitive information in accordance with school and university policies. Ability to maintain confidentiality in all matters, attention to detail, and accuracy in all areas of responsibility.
- Possess a strong sense of accountability and be self-motivated. Must be able to work independently with minimal direction and exhibit good judgment.

### **Preferred Qualifications**

- Master's degree
- 5 or more years professional experience in human resources
- Experience in a higher education setting, working with faculty, staff and students
- Experience with University at Buffalo policies and procedures.
- Familiarity with UB systems (UB Jobs, ePTF, SIRI), as well as familiarity with data & information requirements when using University systems.



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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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