

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

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

Job Title	Administrative Assistant I, Medicine
Department	Medicine
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 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/52635

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Job Description

The Division of Population Health is seeking an **Administrative Assistant I** for administrative and office management support. Some duties and responsibilities include:

- Work collaboratively with various faculty and staff to ensure support appropriate office supplies, routine administrative duties are available.
- Outline and implement standard procedures, including establishing new practices and procedures for efficient Division operations.

Administrative Support

- Prepare and compose correspondence, reports, memoranda, and other documents using basic

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and more advanced functions of computer applications and software packages.

- Resolve routine inquiries or problems from faculty and/or staff related to office function.
- Gather information needed to compile and prepare reports from multiple sources following a predetermined reporting schedule.
- Answer and relay telephone calls and deliver accurate messages promptly.
- Respond to various situations in the work of the division or department.

Office Management

- Distribute incoming mail and process outgoing mail.
- Organize and maintain file system through effective records management.
- Maintain office equipment such as changing toner in printer, copier, and fax machine.
- Track office supplies and order new supplies. Process basic payment requests, requisitions, and invoices.
- Maintain and update Division or office databases

Support Division Activities

- Arrange meetings and appointments.
- Reserve rooms and support the set-up and take-down of Division meetings and activities.
- Coordinate and maintain calendar of events, appointments, meetings, and travel itineraries for assigned staff.
- Greet and direct visitors and provide basic information as needed

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



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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