

Administrative Assistant I, Science and Technology Entry
Program
University at Buffalo, The State University of New York

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

Job Title	Administrative Assistant I, Science and Technology Entry Program
Department	Science and Technology Entry Program
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 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/52965

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Job Description

The University at Buffalo (UB) [Science and Technology Entry Program](#) (STEP) seeks to hire an **Administrative Assistant I**. The Administrative Assistant I is responsible for the overall administrative support duties for the program including preparing electronic requisitions, assisting with the preparation of annual reports.

Key Duties and Responsibilities Include:

- Serve as the initial point of contact in the STEP office.
- Respond to routine inquiries from constituents.
- Assist with the initial intake of new student recruits, file maintenance, and data entry.
- Complete all data entry, maintain and update the project's Database, and assist the Project Director with the preparation of Annual Performance Reports and miscellaneous reports.

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- Collaborate with program staff, and assist with identifying and scheduling programming, classroom space, events, college visits, or other cultural or educational activities that may help promote the goals of the program.
- Process electronic, hard copies of personnel paperwork for professional, administrative, support staff, and college work-study students.
- Prepare electronic vendor payments, processing receivers, advance payments, travel vouchers, and procurement transactions.
- Create vacancy announcements, hiring proposals, and job classifications.
- Oversee light clerical duties such as filing, copying, mailings, and corresponding with students and parents pertaining to upcoming STEP services and activities.
- Maintain inventory of all supplies and equipment required for programmatic operations.
- Retain all program expenditure receipts for monthly reconciliations for campus cash and AMEX Procurement cards. This includes but is not limited to flyers, and attendance rosters/sign-in sheets to ensure SPS and NYSED compliance.

This position reports directly to the Science & Technology Entry Program Director.

The Administrative Assistant is expected to be courteous, unbiased and possess excellent telephone/e-mail/in-person communication skills while working with the staff, students, parents/guardians, faculty, tutors, and other Cora P. Maloney Center Staff.

We invite individuals to apply whose perspectives and experiences will enrich and strengthen our organization. The Science and Technology Entry Program serves a diverse constituency of patrons, and our employees, services and policies strive to honor and reflect this diversity. We encourage candidates who thrive in a welcoming multicultural environment to apply.

The Science and Technology Entry Program (STEP) is a grant-funded program that prepares secondary school students (in grades 7 to 12), who are either economically disadvantaged or historically underrepresented for entry into college and improves their participation rate in mathematics, science, technology, health-related fields, and licensed professions.

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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

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