

Administrative Assistant, Jacobs School Office of Student
and Academic Affairs
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, Jacobs School Office of Student and Academic Affairs
Department	Jacobs School of Medicine and Biomedical Sciences
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/52977

Apply By Email

Job Description

An exciting opportunity to provide administrative support to senior leadership available at the Jacobs School of Medicine and Biomedical Sciences. As an **Administrative Assistant**, you will:

- Maintain Executive Director of Medical Education's calendar and meeting requests
- Maintain class calendars, manage meeting requests, and class meetings
- Prepare correspondence as requested
- Make travel arrangements
- Assist with reimbursement requests and vendor payments
- Assist in planning and facilitation of events, such as commencement, orientation, honors ceremonies, research forum, specialty fair
- Maintain research and scholarship opportunities database

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- Organize research and scholarship correspondence
- Act as backup reception when needed
- Manage Brightspace accounts for Student and Academic Affairs
- Assist with selection of student leaders for Orientation Committee and peer mentoring
- Assist with tracking attendance for mandatory sessions
- Assist with EMS study space booking policy

Outstanding Benefits Package

Working at UBF 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.

Visit our UBF benefits website to learn 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](#).

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.

Contact Information

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

Contact