

Temporary Staff Assistant, School of Social Work
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=245964>

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Posted Sep. 27, 2024, set to expire Aug. 4, 2025

Job Title	Temporary Staff Assistant, School of Social Work
Department	SSW Resource Management
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 27, 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/53104
Apply By Email	
Job Description	

Position Summary

The Resource Management team within the [School of Social Work \(SSW\)](#) is seeking a **Temporary Staff Assistant** who is self-motivated and enjoys a fast-paced, team environment. This individual will have the opportunity to learn and grow within an evolving work environment. They will provide support for the School to fulfill administrative, budgetary and personnel functions in a deadline-driven setting. Effective communication skills along with a heightened focus on attention to detail to ensure accuracy and completeness of all paperwork will ensure a successful candidate.

Duties and responsibilities include but are not limited to:

- Process Concur requests, the system used to reimburse faculty and staff for travel and non-travel



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expenses. This requires an understanding of UB and SSW travel and non-travel reimbursement policies and procedures.

- Coordinate the workflow of daily work requests; this includes managing the request folder, delegating the work, obtaining approvals, routing to the correct location for processing and filing correctly.
- Process procurement requests such as Interdepartmental Invoices and Credit Card preparation.
- Basic understanding of each Units Budget to ensure appropriate funding when processing Concur and Procurement requests.
- Collaborates with faculty and staff to ensure all paperwork is collected to meet University and SSW policies.
- Collaborates with Associate Dean of Resource Management and Senior Staff Assistant to meet the unit needs.

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
- Experience performing administrative tasks and providing customer service
- Ability to work collaboratively
- Effective problem solving skills

Preferred Qualifications

- Familiarity with Microsoft Office products including Word and Excel



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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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