

Administrative Assistant, Jacobs School Office of Student  
and Academic Affairs  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=246184>

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Posted Oct. 1, 2024, set to expire Aug. 4, 2025

<b>Job Title</b>	Administrative Assistant, Jacobs School Office of Student and Academic Affairs
<b>Department</b>	Jacobs School of Medicine and Biomedical Sciences
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Oct. 1, 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>	Administrative Support/Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/53183">https://www.ubjobs.buffalo.edu/postings/53183</a>

**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**