

Department Staff Assistant, Exercise and Nutrition
Sciences
University at Buffalo, The State University of New York

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Posted Oct. 2, 2024, set to expire Aug. 4, 2025

Job Title	Department Staff Assistant, Exercise and Nutrition Sciences
Department	Exercise and Nutrition Sciences
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 2, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/53202
Apply By Email	
Job Description	

Position Summary

The [Department of Exercise and Nutrition Sciences \(ENS\)](#) seeks a **Department Staff Assistant** to join their administrative team. This position is primarily focused on providing administrative support for ENS department operations.

Key responsibilities include, but are not limited to:

- Administrative support related to graduate student activities and academic programs, such as administration of student awards and scholarships, assisting students and faculty with academic systems operations, tracking data and preparing reports, seminar announcements and room

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reservations.

- Assist the department with human resource related activities, including coordination of searches, tracking appointments, processing personnel transactions, assembling dossiers, and facilitating immigration filings.
- Provide administrative support associated with department finances, such as procurement, reconciliation of expenses, processing reimbursement requests, and assisting department members with reimbursement requests.
- As a member of the department's administrative staff team, the incumbent will be asked to provide general business support as needed, including but not limited to, event planning and execution, faculty travel and student travel, and management of department assets, inventories, and space.
- Submitting and tracking facilities work orders and requests.

This position requires strong professional judgement and resourcefulness, the ability to work independently, accurately handle time-sensitive matters, problem-solve and maintain confidentiality. The Department Staff Assistant must be organized, flexible, able to manage multiple projects with competing demands and make appropriate decisions regarding priority with minimal supervision. This position will require on-the-job learning and new skills development pertinent to university systems, professional associations, departmental initiatives, project procedures, and changes in university policies.

We are committed to the ongoing development of an excellent and diverse community of scholars, staff and students engaged in education, research, and service. We encourage applications from women, members of minority and historically marginalized groups, veterans, and individuals with disabilities.

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. Visit our benefits website to learn about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) 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



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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.
- Demonstrated general skills required include being adaptable, organized, proactive, having excellent judgment, quantitative ability.
- Strong technology skills including effective utilization of Microsoft 365 (Word, Excel, PowerPoint and Outlook) and efficient file sharing techniques.
- Skills in spreadsheet development, communication (listening, written, and oral), customer service, problem-solving, and effectively performing as part of a team.

Preferred Qualifications

- Master's degree with experience in a similar professional role providing administrative or educational support in an academic, healthcare, or similar institution.
- Experience in human resources and/or finance in higher education.
- Knowledge of UB administrative policies, procedures, and management systems including: RF Report Center, SIRI, UB Jobs, Concur, ShopBlue, ePTF, UBBox.

Contact Information

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

Contact



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