

Office Manager, Sponsored Projects Services
University at Buffalo, The State University of New York

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Downloaded On: Dec. 21, 2024 8:59am

Posted Oct. 7, 2024, set to expire Aug. 4, 2025

Job Title	Office Manager, Sponsored Projects Services
Department	Sponsored Projects Services
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 7, 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/53308
Apply By Email	
Job Description	

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The **Office Manager** is responsible for coordinating and facilitating all operations of **Sponsored Projects Services** (SPS), while supporting the day-to-day interactions and high-level support of the Associate Vice President (AVP) for Research Administration. While primarily supporting the AVP, this position assists in supporting other senior leadership, as needed. This energetic and self-directed individual understands how to maximize the effectiveness of the AVP as a senior leader in the university and the community. This person is able to anticipate needs while managing general office operations and accommodating unexpected requests/meetings. They will have strong judgment and independent resourcefulness and can handle time-sensitive matters that require concise problem solving and confidentiality. This position is a key player in helping to advance SPS' strategic priorities and goals.

Primary Duties & Responsibilities include, but are not limited to:

- Manage office workflow, financial support, computing, and facility coordination.
- Supervise office support staff.
- Develop and implement efficient processes and procedures.
- Support AVP in special projects, including data gather and vendor contacts.
- Maintain AVP's calendar and prepare for daily activities. Periodically handling their arrangements and reimbursements.
- Handle correspondence and oversee office communications for AVP.
- Coordinate communications with SUNY, Research Foundation, and university leadership on behalf of AVP.
- Serve as a liaison for university leadership and related offices.
- Organize special events and meetings when necessary.

This position requires strong judgment and independent resourcefulness, while handling time-sensitive matters that require concise problem solving and confidentiality. The Office Manager must be eager to learn, detail-oriented and comfortable handling multiple assignments in a fast-paced, ever changing, environment. They must be flexible, have strong communication and interpersonal skills, and be comfortable working as part of a team.

The Office Manger will interact with faculty, researchers and university leadership administrative professionals on a daily basis. Therefore, discretion, tact and a knowledge of university etiquette for interacting with faculty and university leadership are essential.

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



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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