

Office and Operations Assistant
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=248095>

Downloaded On: Jul. 22, 2025 6:35pm

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

Job Title	Office and Operations Assistant
Department	Institute for Artificial Intelligence & Data Sciences
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 1, 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/53860
Apply By Email	
Job Description	

The [Institute for Artificial Intelligence and Data Science \(IAD\)](#) has an exciting opportunity for two skilled administrators to join their growing team. The incumbents will manage and carry out tasks and activities for IAD and IAD sponsored awards, including the NSF National AI Institute for Exceptional Education.

The ideal candidates will be reliable, flexible, organized, motivated, and enjoy collaborating with others to meet the needs of clients. An interest and/or knowledge in entrepreneurial activities and ability to view the “big picture” while ensuring all tasks are completed on a timely basis is critical.

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Under the direction of the Administrative Director, the Office and Operations Assistants will provide the following support:

Day-to-Day Operations Support

Assist with the daily activities that occur within the spaces including coordinating efforts with student assistants, mail and package distribution, assembling supporting documentation for financial record-keeping, overseeing access logs for keys, swipe cards, dining cards and parking passes.

Program Support

Assist with development and management of schedules and logistics, as well as assist in the collating of data for reports, for programs affiliated with the Institute for Artificial Intelligence and Data Science, the National AI Institute for Exceptional Education and new and upcoming Institutes and/or Centers that evolve that include a variety of elements such as meetings, workshops and presentations.

Space Management Support

Assist in reserving and scheduling of spaces within the institutes, sending calendar invites, overseeing event set up of furniture, working with the space scheduling department on campus to enhance and improve processes. Managing the swipe card access system to ensure oversight for access to our spaces.

Event Planning & Support

The Office and Operations Assistant will have the opportunity to assist with promotion, coordination and logistics of events which could be virtual or in person. Some of these may include, but are not limited to, educational workshops, conferences, meetings or small casual gatherings for our affiliated faculty. Incumbent will also assist with planning and ordering of food/refreshments for these events, coordinating drop offs and pick ups, set up and clean up for each event.

Procurement and HR Support

In collaboration with the Administrative Director and Grants Manager, submit requisitions for various types of procurement transactions, with the goal of becoming well-versed in UB systems and requirements. Similarly, the incumbent will assist in collecting HR paperwork and submitting HR appointments, as needed.

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. We

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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

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