

HR Assistant, MGT Administration Operations
University at Buffalo, The State University of New York

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Posted Nov. 20, 2024, set to expire Aug. 4, 2025

Job Title	HR Assistant, MGT Administration Operations
Department	MGT Administration Operations
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 20, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Human Resources
Job Website	https://www.ubjobs.buffalo.edu/postings/54220
Apply By Email	
Job Description	

Position Summary

The [School of Management](#) is seeking an **HR Assistant** to support the hiring and onboarding process for all temporary appointments and provide support for other human resources activities. This role will be a key contributor, providing outstanding customer service to students, adjunct faculty, and internal stakeholders. The strongest candidates will enjoy interacting with a diverse group of professionals, be a problem solver, be detail-oriented, and enjoy working within a cohesive and mutually supportive team.

Responsibilities include:

- Coordinating the student and adjunct faculty hiring and onboarding process from start to finish,

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- ensuring compliance with applicable laws, union agreements, SUNY policy, etc.
- Partnering with School of Management leaders to ensure appropriate staffing levels as it relates to temporary appointments.
- Acting as HR liaison for the School of Management with other university departments, including but not limited to: Human Resources, Payroll, Benefits and UB Immigration Services.
- Maintaining accurate electronic filing system for all personnel documents, including appropriate storage of sensitive and category 1 data.
- Accurately inputting and updating employee information into the HR database system, ensuring compliance with record-keeping policies and procedures.
- Providing general administrative support to the Finance and Administration Department.
- Performing routine audits/reconciliation to ensure recordkeeping is accurate and up-to-date in all systems.
- Assisting with special projects and initiatives.

Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

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

- Associate degree with 2-3 years of experience **or** bachelor's degree with 0-1 year of experience

Preferred Qualifications

- Experience working with human resources transactions or concepts.

Contact Information



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Please reference Academickeys in your cover letter when
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Contact

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