

Administrative Assistant I, Institute for Lasers Photonics
and Biophotonics
University at Buffalo, The State University of New York

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Posted Nov. 25, 2024, set to expire Aug. 4, 2025

Job Title	Administrative Assistant I, Institute for Lasers Photonics and Biophotonics
Department	Institute for Lasers Photonics and Biophotonics
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 25, 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/54404

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Job Description

The [Institute for Lasers Photonics and Biophotonics \(ILPB\)](#) and its constituent units guide and support the University's research enterprise as well as its economic development and entrepreneurial activities. The **Administrative Assistant I** provides administrative support to senior leadership in ILPB, with primary support provided to the Executive Director. This position will work closely with the ILPB's executive officer, coordinating operations and providing back-up support as needed.

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

- Maintaining calendars for the Executive Director.
- Handling travel and meeting arrangements.
- Editing documents, including Annual Progress reports for SUNY and UB, and PowerPoint presentations, and assisting in ILPB communication efforts.

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- Assisting with managing projects and events.
- Purchasing and processing financial transactions.
- Interacting with students and act as a liaison with the Executive Director.

The Administrative Assistant I must be eager to learn, detail-oriented and comfortable handling multiple assignments for various staff members in a fast-paced environment. They must be flexible, have strong communication and interpersonal skills, and be comfortable working as part of a team. The ability to switch between projects and adapt to changing priorities is critical, since the incumbent will be working with multiple staff members on potentially competing projects and deadlines.

The Administrative Assistant I will interact with faculty, business professionals and community leaders as well as their administrative professionals on a daily basis, requiring discretion and tact. Knowledge of business protocol is essential, while experience with university practices and policies also is beneficial.

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](#).

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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