

Temporary Administrative Support Assistant
University at Buffalo, The State University of New York

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Posted Nov. 26, 2024, set to expire Aug. 4, 2025

Job Title	Temporary Administrative Support Assistant
Department	Sponsored Projects Services
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 26, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Part-Time/Temporary Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/54445

Apply By Email

Job Description

Research & Economic Development is looking for a dynamic team player who will provide general administrative assistance for the research administration team on a temporary basis.

Responsibilities vary, but may include:

- Responding to inquiries and providing guidance to team members and other departments, maintaining clear and professional communication.
- Managing incoming requests via phone and email, providing assistance or redirecting as appropriate to ensure timely and effective support.
- Purchasing and travel reimbursement support.
- Human resources support, such as collecting necessary paperwork and submitting appointment information to HR.
- Preparing documents and reports.

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- Working within different UB systems, including ShopBlue and Concur.

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 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 the great [benefits](#) the University at Buffalo has to offer.

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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