

Staff Assistant for Olympic Sports and Advancement
Team
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=250112>

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Posted Dec. 9, 2024, set to expire Aug. 4, 2025

Job Title	Staff Assistant for Olympic Sports and Advancement Team
Department	Intercollegiate Athletics
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 9, 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/54612
Apply By Email	
Job Description	

Position Summary

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The University at Buffalo [Athletics department](#) invites applicants that are energetic, self-motivated individuals that possess strong organizational skills with the ability to independently handle multiple tasks. The **Staff Assistant for Olympic Sports and Advancement Team** will assist the Advancement Team and the Head and Assistant Coaches for Men's & Women's Basketball as well as the Head Coaches of Men's Tennis, Women's Tennis, Soccer, Softball, Swimming, Track, Volleyball and Wrestling with daily operational tasks including coordination of travel expenses, office operations and related reimbursements through internal University systems. In this role, the incumbent will need time management skills to be efficient at handling multiple tasks for a variety of staff members.

Job Description:

- Serve as the first point of contact for the Men's and Women's Basketball, Volleyball, and Softball suite.
- Assist Advancement Team, Head Coaches and Assistant Coaches with day-to day needs.
- Coordinate the data entry of payments and purchases through university systems.
- Assist with travel.
- Monitor budgets for assigned sports and Advancement Team.
- Serve as the liaison for the Advancement Team, Head Coaches and Assistant Coaches for community groups, other universities, and alumni.
- Assist the Advancement Team, Head Coaches and Assistant Coaches with correspondence to players, parents and the community at large.
- Coordination of special projects that may include report generation, presentation development, mailing oversight, notifications to staff and printing projects for the Advancement Team.
- Provide support for the Advancement Team for internal/external meeting and event planning including but not limited to event logistics, invitation list development and report generation.
- Manage departmental video board systems for routine updates and digital signage.

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.

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Minimum Qualifications

- Bachelor's degree.
- Strong organizational skills with the ability to independently handle multiple tasks.
- Strong interpersonal, oral and written communication skills.
- Availability to work some evenings and weekends.

Preferred Qualifications

- Experience working in an office environment with a team focused structure.
- Familiarity with Athletic Team operational needs and activities.
- Experience with management of office related operations including assisting with purchasing, travel and reimbursement processing.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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