

Dean's Office Assistant  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=250171>

Downloaded On: Dec. 21, 2024 10:00am

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

<b>Job Title</b>	Dean's Office Assistant
<b>Department</b>	SDM Dean's Office
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Dec. 9, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/54627">https://www.ubjobs.buffalo.edu/postings/54627</a>

**Apply By Email**

**Job Description**

The University at Buffalo [School of Dental Medicine \(SDM\)](#) is seeking a **Dean's Office Assistant**. This individual works closely with the Dean's Executive Secretary to provide administrative support to maintain the efficient effective workflow of the Dean's Office and the direct reports of the Dean. This position will serve as the first point of contact for telephone calls and guests entering the Dean's office suite.

Duties and responsibilities will include:

- Daily tasks include mail sorting and distribution, supply ordering, central conference room scheduling, catering of events & meetings, equipment maintenance work orders, and other Dean's Office administrative functions.
- Providing back-up support to Executive Secretary to the Dean.

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- Record keeping of committees as requested by the Executive Secretary

The Dean's Office Assistant will be expected to become a subject matter expert in both our Procurement and our Travel and Expense Reimbursement Systems to provide support to the entire school. With that, you will arrange travel schedules and make reservations for executive management as needed and submit all expense reports for reimbursement.

**Monday - Friday**  
**8:00 a.m. - 4:30 p.m.**

***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.

**Contact Information**

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

**Contact**