

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

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

Job Title	Dean's Office Assistant
Department	SDM Dean's Office
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	Professional Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/54627

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