

Staff Assistant
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=250435>

Downloaded On: Apr. 2, 2025 2:49pm

Posted Dec. 13, 2024, set to expire Aug. 4, 2025

Job Title	Staff Assistant
Department	Educational Opportunity Center
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 13, 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/54738
Apply By Email	
Job Description	

Position Summary

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The [Buffalo Educational Opportunity Center \(BEOC\)](#) is accepting applications to fill current and future Staff Assistant positions that will serve on the professional staff within multiple units throughout the BEOC including but not limited to Instructional Services, Student Support Services and Admissions. The Staff Assistant will provide high quality, proactive support to their assigned Unit Director, as well as other senior leadership as necessary. To be successful in this position, the Staff Assistant should have a well-defined set of skills that includes data analysis, problem solving, decision making, and strategic thinking. Requires a high level of confidentiality and the ability to manage complex tasks with minimal supervision.

In this position, you will:

- Support the day-to-day operations of the Unit and identify, investigate, and resolve any problems that arise to ensure smooth and efficient operations. Also identify and implement process improvements within the Unit to enhance efficiency, reduce redundancy, and improve service delivery for students and faculty/staff.
- Oversee the purchase to pay cycle for all buys within the Unit (standard to complex). Steps include researching information on goods and services required, identifying qualified vendors, requesting price quotes and reviewing pricing, awarding the buys, placing orders in accordance with UB's purchasing policies and procedures, and reviewing invoices for accuracy.
- Coordinate information flow and promote timely decision making by acting as liaison between Director, and the BEOC's senior leadership, other BEOC faculty/staff, UB Campus offices, University Center for Academic and Workforce Development (UCAWD), and the public.
- Conduct research, organize and analyze complex statistical data, and prepare presentations, spreadsheets, and reports based on that data. Strategically present that information at meetings to educate those in attendance and obtain any required approvals.
- Be designated as the point person for the Unit to work with the BEOC's marketing staff in creating marketing materials, website content, and social media postings to promote the BEOC. Serve as the first level approver for any marketing initiatives and coordinate the required final approval at the senior leadership level.
- Be responsible for overseeing all confidential materials (legal documents, HR paperwork, etc.) for the Unit and making sure those materials are reviewed and signed in a timely manner while maintaining strict control as to who has access to those materials at all times.
- Work with the Unit Director and other BEOC faculty/staff to plan and coordinate BEOC meetings and events outside of traditional work hours including evenings and weekends. Attend these events and conduct a post-meeting evaluation to determine if the meeting's objectives were achieved.

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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. Visit our benefits website to learn about our [benefit packages](#).

About The Buffalo Educational Opportunity Center

The [Buffalo Educational Opportunity Center](#) (BEOC) is an adult education enterprise, of the State University of New York, University Center for Academic and Workforce Development (UCAWD), with an annual enrollment of 1,940 students. The mission of BEOC is to produce lifelong learners who are self-directed, empowered, and committed to excellence. Residents of the surrounding Buffalo community are provided a range of services designed to develop the academic and workforce development skills necessary to become self-sufficient. Programs and services are structured to adapt to the needs of our students — as well as to the demands of our community — and serve as first steps toward the attainment of long-term educational and employment skills.

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.

Minimum Qualifications

- An Associate's degree from an accredited college or university with 2 years of administrative support experience.
- Ability to exercise discretion, work effectively under pressure, make decisions, and handle a wide range of questions and situations in an effective, efficient, and professional manner.
- Proactive and solutions-oriented mindset with excellent communication skills and a strong ability to take initiative, streamline processes, and implement innovative ideas.
- Highly proficient in using web-based information systems and Microsoft Office Suite.
- Must be available to work weekends and evenings if needed.
- An equivalent combination of education and experience will be considered.

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Preferred Qualifications

- A Bachelor's degree from an accredited college or university with 1 year of administrative support experience.
- Bilingual
- Experience working with academically underprepared and/or economically disadvantaged adults.

Contact Information

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

Contact