

HR Assistant, MGT Administration Operations  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=251237>

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Posted Jan. 9, 2025, set to expire Aug. 4, 2025

<b>Job Title</b>	HR Assistant, MGT Administration Operations
<b>Department</b>	MGT Administration Operations
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Jan. 9, 2025
<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>	Human Resources
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/55094">https://www.ubjobs.buffalo.edu/postings/55094</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

#### Position Summary

The [School of Management](#) is seeking an **HR Assistant** to support the hiring and onboarding process for all temporary appointments and provide support for other human resources activities. This role will be a key contributor, providing outstanding customer service to students, adjunct faculty, and internal stakeholders. The strongest candidates will enjoy interacting with a diverse group of professionals, be a problem solver, be detail-oriented, and enjoy working within a cohesive and mutually supportive team.

#### Responsibilities include:

- Coordinating the student and adjunct faculty hiring and onboarding process from start to

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- finish, ensuring compliance with applicable laws, union agreements, SUNY policy, etc.
- Partnering with School of Management leaders to ensure appropriate staffing levels as it relates to temporary appointments.
- Acting as HR liaison for the School of Management with other university departments, including but not limited to: Human Resources, Payroll, Benefits and UB Immigration Services.
- Maintaining accurate electronic filing system for all personnel documents, including appropriate storage of sensitive and category 1 data.
- Accurately inputting and updating employee information into the HR database system, ensuring compliance with record-keeping policies and procedures.
- Providing general administrative support to the Finance and Administration Department.
- Performing routine audits/reconciliation to ensure recordkeeping is accurate and up-to-date in all systems.
- Assisting with special projects and initiatives.

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- 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.

### Minimum Qualifications

- Associate degree with 2-3 years of experience **or** bachelor's degree with 0-1 year of experience

### Preferred Qualifications

- Experience working with human resources transactions or concepts.

### Contact Information



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

**Contact**

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