

Coordinator, Administrative Services  
University at Buffalo, The State University of New York

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Posted Jan. 31, 2025, set to expire Aug. 4, 2025

<b>Job Title</b>	Coordinator, Administrative Services
<b>Department</b>	Campus Living Director's Office
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Jan. 31, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/55573">https://www.ubjobs.buffalo.edu/postings/55573</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

Housing Operations within the [Division of Student Life](#) invites applications for the **Coordinator of Administrative Services** position. As a highly visible staff member, you will serve as a primary liaison for financial, human resources matters and provide professional support and administrative-related functions for the department. As Coordinator, you will join a team that supports the University at Buffalo's student success through the management of on-campus housing services and living environment.

### Your responsibilities include:

- Coordinate administrative matters in support of Housing Operations on behalf of the Director and

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reporting units to include Residential Facilities, Housing Services and the Residential Facilities Customer Services teams.

- Lead the financial and procurement transactions and workflow for the department; ensure transactions are within approved budgets. creation and submission of a variety of financial and human resource-related transactions
- Lead process improvement of overseeing inventory, tracking purchases, and managing payments, billing and receivables to ensure the department has the tools, supplies and equipment to operate and meet divisional goals.
- Provide full, high level administrative support for the Director and department including project management support, manage relations with key university high level stakeholders
- Create reports and analyze data as requested by the Director
- Collaborate with Student Life Finance and Human Resources to coordinate the resource management and personnel aspects of the department

Our team recognizes the advantages diverse perspectives and backgrounds bring to the workplace. We are particularly interested in candidates who share this value and will work to achieve the university's goals of inclusive excellence.

*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.

### Minimum Qualifications

- Bachelor's degree with 2 years of experience **or** master's degree or professional certification with no experience
- Articulate verbal and written communication skills
- Ability to effectively prioritize multiple projects
- Proficiency with the Microsoft Suite and Outlook
- Ability to work independently and in a team setting is required

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**Preferred Qualifications**

- Strong project management experience and analytical skills.
- Strong computer technology skills.

**Contact Information**

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

**Contact**

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