

Administrative Assistant I, Medicine  
University at Buffalo, The State University of New York

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Posted Feb. 6, 2025, set to expire Aug. 4, 2025

<b>Job Title</b>	Administrative Assistant I, Medicine
<b>Department</b>	Clinical and Translation Research Center
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Feb. 6, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/55723">https://www.ubjobs.buffalo.edu/postings/55723</a>

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**Job Description**

The [Center for Biomedical Imaging \(CBI\)](#) at the University at Buffalo (UB) is a pivotal interdisciplinary and interdepartmental core facility within the [Clinical and Translational Research Center \(CTRC\)](#). Our mission is to facilitate cutting-edge research through advanced imaging services.

The CBI is committed to delivering innovative, affordable, and high-resolution imaging solutions. These range from non-invasive to minimally invasive techniques, catering to both in vivo and ex vivo studies. Our services are available to researchers from UB and other Western New York institutions.

The **Administrative Assistant** devotes 50% of the work time to administrative duties in the Center for Biomedical Imaging (CBI). This position requires a highly creative individual with knowledge in financial management using the University at Buffalo guidelines, procedures and systems. Excellent written and verbal communication skills are essential, particularly the ability to maintain clear and concise

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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](#).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

**Contact Information**

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

**Contact**

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