

Temporary Administrative Support Assistant University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=254527>

Downloaded On: Jun. 3, 2025 7:42am

Posted Mar. 17, 2025, set to expire Jul. 15, 2025

Job Title Temporary Administrative Support Assistant
Department Sponsored Projects Services
Institution University at Buffalo
Buffalo, New York

Date Posted Mar. 17, 2025

Application Deadline 11/26/2025
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Administrative Support/Services

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Job Description

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Temporary Administrative Support Assistant

Position Information

Position Title: Temporary Administrative Support Assistant
Department: Sponsored Projects Services
Posting Link: <https://www.ubjobs.buffalo.edu/postings/54412>
Job Type: Full-Time

Posting Detail Information

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Position Summary

Research & Economic Development is looking for a dynamic team player who will provide general administrative assistance for the research administration team on a temporary basis.

Responsibilities vary, but may include:

- Responding to inquiries and providing guidance to team members and other departments, maintaining clear and professional communication.
- Managing incoming requests via phone and email, providing assistance or redirecting as appropriate to ensure timely and effective support.
- Purchasing and travel reimbursement support.
- Human resources support, such as collecting necessary paperwork and submitting appointment information to HR.
- Preparing documents and reports.
- Working within different UB systems, including ShopBlue and Concur.

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. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about the great [benefits](#) the University at Buffalo has to offer.

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of Americas leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

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

Minimum Qualifications

- Associates degree and 3 years of progressive clerical experience.
- Experience performing administrative tasks or providing customer service.
- Excellent organizational and time management skills, with the ability to juggle multiple requests.
- Proficiency in Microsoft Office applications including Word and Excel.
- The education and experience requirements described in this standard may be satisfied by an equivalent combination of education and experience.

Preferred Qualifications

Physical Demands

Salary Range

\$47,000 - \$50,000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Sarah Koss

Contact's Pronouns:

Contact's Title: HR & Finance Assistant

Contact's Email: srkoss@buffalo.edu

Contact's Phone: 716-645-0312

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Posting Dates

Posted: 11/26/2024

Deadline for Applicants: Open Until Filled

Date to be filled:

Contact Information

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

Contact

N/A

University at Buffalo

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