

Senior Administrative Associate for Advancement
Operations
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=254643>

Downloaded On: Jun. 3, 2025 6:20am

Posted Mar. 20, 2025, set to expire Jul. 17, 2025

Job Title	Senior Administrative Associate for Advancement Operations
Department	University Advancement
Institution	University at Buffalo Buffalo, New York
Date Posted	Mar. 20, 2025
Application Deadline	03/19/2026
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
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Job Description

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Senior Administrative Associate for Advancement Operations

Position Information

Position Title: Senior Administrative Associate for Advancement Operations

Department: University Advancement

Posting Link: <https://www.ubjobs.buffalo.edu/postings/56291>

Job Type: Full-Time

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Posting Detail Information

Position Summary

The University at Buffalo is seeking a highly organized and detail-oriented **Senior Administrative Associate** to support the [Division of University Advancement](#), specifically the Operations team. Reporting to the Associate Vice President for Advancement Operations, this role provides essential administrative and project management support to key functional areas, including Advancement Services, Prospect Research, Talent Management, Donor Relations & Stewardship, and Communications.

This is an exciting opportunity for an experienced administrative professional with strong interpersonal skills, a high level of discretion, and the ability to manage multiple priorities in a fast-paced environment.

Key Responsibilities:

- Serve as a key liaison within University Advancement and across university departments, including the Presidents and Provosts offices, deans, and senior leadership.
- Manage a complex calendar for the Associate Vice President, coordinating meetings and ensuring materials are prepared in advance.
- Oversee expense management, travel arrangements, and reimbursements.
- Assist in the creation of executive-level reports, presentations, proposals, and policies.
- Support annual planning and tracking of divisional goals.
- Coordinate donor-related requests and recognition activities.
- Strong proficiency in Microsoft Office Suite (Excel, PowerPoint, Word) and experience with CRM databases preferred.
- Exceptional written and verbal communication skills, with strong proofreading ability.
- Ability to interact professionally with diverse internal and external stakeholders.

This position offers a collaborative and engaging work environment within one of the nations premier public research universities. If you are a proactive and resourceful administrative professional looking to make an impact, we encourage you to apply!

Division of University Advancement

At the University at Buffalo, our Division of University Advancement plays a pivotal role in advancing our mission. With the historic \$1 Billion Boldly Buffalo campaign recently concluded in June 2024, where more than 80,000 alumni and donors generously contributed, were on the cusp of greatness. Our goal? To propel UB into the top 25 of national public research universities within the next decade.

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As part of our team, you'll build strong connections with alumni and donors worldwide, shaping the future of our institution. Join us and be part of a team that changes the world!

Minimum Qualifications

- Associates degree required
- A minimum of 4 years of experience in a fast-paced, professional office environment.
- Exceptional interpersonal skills with a professional demeanor and strong presentation abilities.
- Sound judgment and the ability to engage effectively with diverse internal and external stakeholders.
- Demonstrated discretion and confidentiality in handling sensitive matters.
- Strong technical proficiency, with expertise in Microsoft Office programs, including Excel and PowerPoint. Experience with CRM databases preferred.
- Meticulous attention to detail and a commitment to accuracy.
- Ability to manage complex scheduling with foresight and efficiency.
- Excellent organizational, multi-tasking, and project management skills.
- Strong written and verbal communication skills, including advanced proofreading abilities.
- Proven ability to work independently with minimal supervision while effectively prioritizing tasks.

Salary Range

\$50,000 - \$60,000

Is a background check required for this posting?

No

Contact Information

Contact's Name: Judith Mackey

Contact's Pronouns:

Contact's Title: Human Resources Officer

Contact's Email: jmackey@buffalo.edu

Contact's Phone: 716-645-1526

Posting Dates

Posted: 03/19/2025

Deadline for Applicants:

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Open Until Filled

Date to be filled: 04/07/2025

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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