

**Administrative Assistant I
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=254897>

Downloaded On: Jun. 1, 2025 3:43am

Posted Mar. 26, 2025, set to expire Jul. 23, 2025

Job Title Administrative Assistant I
Department Institute for Lasers Photonics and Biophotonics
Institution University at Buffalo
Buffalo, New York

Date Posted Mar. 26, 2025

Application Deadline 11/25/2025
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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Administrative Assistant I, Institute for Lasers Photonics and Biophotonics

Position Information

Position Title: Administrative Assistant I, Institute for Lasers Photonics and Biophotonics

Department: Institute for Lasers Photonics and Biophotonics

Posting Link: <https://www.ubjobs.buffalo.edu/postings/54386>

Job Type: Full-Time

Posting Detail Information

Administrative Assistant I University at Buffalo

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Position Summary

The [Institute for Lasers Photonics and Biophotonics \(ILPB\)](#) and its constituent units guide and support the University's research enterprise as well as its economic development and entrepreneurial activities. The **Administrative Assistant I** provides administrative support to senior leadership in ILPB, with primary support provided to the Executive Director. This position will work closely with the ILPB's executive officer, coordinating operations and providing back-up support as needed.

Primary Duties and Responsibilities include, but are not limited to:

- Maintaining calendars for the Executive Director.
- Handling travel and meeting arrangements.
- Editing documents, including Annual Progress reports for SUNY and UB, and PowerPoint presentations, and assisting in ILPB communication efforts.
- Assisting with managing projects and events.
- Purchasing and processing financial transactions.
- Interacting with students and act as a liaison with the Executive Director.

The Administrative Assistant I must be eager to learn, detail-oriented and comfortable handling multiple assignments for various staff members in a fast-paced environment. They must be flexible, have strong communication and interpersonal skills, and be comfortable working as part of a team. The ability to switch between projects and adapt to changing priorities is critical, since the incumbent will be working with multiple staff members on potentially competing projects and deadlines.

The Administrative Assistant I will interact with faculty, business professionals and community leaders as well as their administrative professionals on a daily basis, requiring discretion and tact. Knowledge of business protocol is essential, while experience with university practices and policies also is beneficial.

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](#).

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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

- 3 years of experience in a high-volume office environment.
- Excellent organizational and oral/written communication skills, strong interpersonal, problem-solving and collaboration skills, and the ability to maintain professional standards under demanding time constraints.
- Proficiency in MS Outlook, Word, Excel, and PowerPoint is required.

Preferred Qualifications

- Associates degree or Bachelors degree.
- Prior experience editing documents and presentations in a professional setting is preferred.

Salary Range

\$48,000 - \$50,000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Timothy Cryan

Contact's Pronouns:

Contact's Title: Executive Officer

Contact's Email: tmcryan@buffalo.edu

Contact's Phone: 716-645-4159

Posting Dates

Posted: 11/25/2024

Deadline for Applicants:

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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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