

Administrative Assistant 1, Academic Administration
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=254898>

Downloaded On: Apr. 1, 2025 8:36pm

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

Job Title	Administrative Assistant 1, Academic Administration
Department	
Institution	University at Buffalo Buffalo, New York
Date Posted	Mar. 26, 2025
Application Deadline	03/25/2026
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
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Administrative Assistant 1, Academic Administration

Position Information

Position Title: Administrative Assistant 1, Academic Administration

Department: Academic Administration

Posting Link: <https://www.ubjobs.buffalo.edu/postings/56384>

Job Type: Part-Time

Posting Detail Information

Administrative Assistant 1, Academic Administration University at Buffalo

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Position Summary

The [School of Management](#) is seeking a part-time **Administrative Assistant 1** to provide essential administrative support across our academic departments. This role will serve as the primary point of contact for department chairs and faculty, assisting with office operations and coordinating information.

Schedule: This position is part-time, with working hours from **8:00 AM to 4:00 PM on Tuesdays, Thursdays, and Fridays.**

Key Responsibilities:

- Provide general administrative support, including answering phones, handling mailings, and completing basic office tasks.
- Coordinate meetings, presentations, and events.
- Assist with faculty searches by organizing agendas and travel arrangements.
- Accurately record and distribute meeting minutes as needed.
- Collect and distribute mail.
- Maintain office supplies and inventory.
- Communicate purchasing and expense report needs to the business office.
- Prepare reports and documents as requested.
- Support business function processing.

This role requires strong organizational skills, attention to detail, and the ability to multitask in a dynamic academic environment.

About The University at Buffalo

The University at Buffalo (UB) is one of America's 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](#).

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

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This title is part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS).

Non-competitive (NY HELPS):

- high school diploma or high school equivalency diploma
- two years of experience in administrative support
- use of office software (e.g., email, word processing)
- provision of customer service
- business writing
- management of an office

OR

Competitive (NON-NY HELPS):

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Reassignment Requirement: You must have one year of permanent competitive or 55b/c service as an Administrative Assistant 1, SG-11, or Secretary 1.

Reinstatement Requirement: You must be a former state employee to request reinstatement to the title that was held (or transferable title).

Administrative Assistant Trainee 1 Transfer Eligibility Requirement: You must have a current permanent appointment with a minimum of 1 year of service in a position of the same title or transferable title (SG-6 or above).

Administrative Assistant Trainee 2 Transfer Eligibility Requirement: You must have successfully completed the 52 weeks of service as an Administrative Assistant Trainee 1 and successfully completed the four core administrative support courses.

Administrative Assistant 1 Transfer Eligibility Requirement: You must have either one year of service in a clerical title (SG-9 or above) or completion of a two-year traineeship and successfully completed the four core administrative support courses and the four elective administrative support courses, as designated by the agency.

Keyboarding requirement: Candidates who are not transferring from a keyboarding title must possess adequate keyboarding skills (i.e., the ability to type 30 words per minute with at least 96% accuracy) as demonstrated by passing the Keyboarding Performance Test.

Preferred Qualifications

Physical Demands

Salary Range

\$27,783.60 (0.60 FTE)

Special Instructions Summary

Is a background check required for this posting?

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No

Contact Information

Contact's Name: Rachel Sluberski

Contact's Pronouns:

Contact's Title: Department Administrator

Contact's Email: rslubers@buffalo.edu

Contact's Phone: 716-645-2305

Posting Dates

Posted: 03/25/2025

Deadline for Applicants: Open Until Filled

Date to be filled:

jeid-ce1c840b5a7ce049a30d0438193b167d

Contact Information

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

Contact

N/A

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