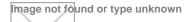


Direct Link: https://www.AcademicKeys.com/r?job=254900 Downloaded On: Apr. 2, 2025 2:34pm Posted Mar. 26, 2025, set to expire Jul. 23, 2025

Job Title Department Institution	Administrative Assistant I Medicine University at Buffalo Buffalo, New York
Date Posted	Mar. 26, 2025
Application Deadline Position Start Date	02/06/2026 Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Apply Online Here	https://apptrkr.com/6102943
Apply By Email	
Job Decorintion	

Job Description



Administrative Assistant I, Medicine

Position Information

Position Title: Administrative Assistant I, Medicine Department: Clinical and Translation Research Center Posting Link: <u>https://www.ubjobs.buffalo.edu/postings/55706</u> Job Type: Full-Time

Posting Detail Information



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Position Summary

The <u>Center for Biomedical Imaging (CBI)</u> at the University at Buffalo (UB) is a pivotal interdisciplinary and interdepartmental core facility within the <u>Clinical and Translational Research</u> <u>Center (CTRC)</u>. 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 documentation.

Learn more:

- Our <u>benefits</u>, 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 applicants race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Minimum Qualifications

- Bachelors degree in business administration, management, or a related field.
- Proficiency in financial software and systems
- Strong organizational and time-management skills with attention to detail.

Preferred Qualifications

- At least two years of experience in administrative or financial management roles.
- Prior experience working in an academic or research environment.
- Familiarity with the University at Buffalos financial and administrative systems.



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- Knowledge of biomedical or imaging research programs.
- Demonstrated ability to handle confidential information with discretion.
- Experience in project management or event planning.

Salary Range

\$48,000 - \$55,000

Special Instructions Summary

Please submit your cover letter and resume directly onto UB Jobs. Do not email documentation to the contact person.

Is a background check required for this posting? No

Contact Information

Contact's Name: Erin Bailey Contact's Pronouns: she/her/hers Contact's Title: CTSI Chief Financial Officer Contact's Email: eedb@buffalo.edu Contact's Phone: 716-829-2272

Posting Dates

Posted: 02/06/2025 Deadline for Applicants: Open Until Filled Date to be filled: 02/28/2025



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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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