

## Administrative Assistant I University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=254900>

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

<b>Job Title</b>	Administrative Assistant I
<b>Department</b>	Medicine
<b>Institution</b>	University at Buffalo Buffalo, New York
<b>Date Posted</b>	Mar. 26, 2025
<b>Application Deadline</b>	02/06/2026
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Administrative Support/Services
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**Job Description**

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**Administrative Assistant I, Medicine**

### Position Information

**Position Title:** Administrative Assistant I, Medicine

**Department:** Clinical and Translation Research Center

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/55706>

**Job Type:** Full-Time

### Posting Detail Information

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### Position Summary

The [Center for Biomedical Imaging \(CBI\)](#) at the University at Buffalo (UB) is a pivotal interdisciplinary and interdepartmental core facility within the [Clinical and Translational Research Center \(CTRC\)](#). 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 [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](#).

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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