

## Human Resources Specialist, Student Life University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=255357>

Downloaded On: Jun. 5, 2025 10:02pm

Posted Apr. 2, 2025, set to expire Jul. 31, 2025

<b>Job Title</b>	Human Resources Specialist, Student Life
<b>Department</b>	VPSL Human Resources
<b>Institution</b>	University at Buffalo Buffalo, New York
<b>Date Posted</b>	Apr. 2, 2025
<b>Application Deadline</b>	04/01/2026
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Human Resources
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**Apply By Email**

**Job Description**

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**Human Resources Specialist, Student Life**

### Position Information

**Position Title:** Human Resources Specialist, Student Life

**Department:** VPSL Human Resources

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/56462>

**Job Type:** Full-Time

### Posting Detail Information

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### Position Summary

The [Division of Student Life](#) invites applications for the **Human Resources Specialist** position within Student Life Human Resources. In this role, you will provide operational support for human resource-related matters for the divisions 300+ employees.

### Responsibilities:

- Manage recruiting for Classified and Non-Classified positions
- Assist hiring manager with development of position descriptions
- Ensure that job descriptions follow Civil Service classifications and professional position requirements.
- Enter open positions in applicant tracking system (i.e., UB Jobs)
- Monitor background check processes
- Attend posting meetings
- Review best practices with search committees
- Facilitate the job offer process with candidates
- Monitor completion of onboarding checklists
- Responsible for tracking retirements, resignations, and probation status
- Coordinate, process and monitor staff reappointments, change of supervisor, and termination processes, including organizational chart updates
- Maintain overtime records and send required information to central HR
- Audit time and attendance records to ensure compliance

Our team recognizes the advantages diverse perspectives and backgrounds bring to the workplace. We are particularly interested in candidates who share this value and will work to achieve the university's goals of inclusive excellence.

### 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](#).

*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.*

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### Minimum Qualifications

- Bachelors degree
- 2 years of experience
- Demonstrates working with HRIS systems (i.e. Kronos, People Soft, Workday, etc.)
- Demonstrated ability to problem solve
- Demonstrated organizational skills and strong attention to detail
- Strong communication and interpersonal skills

### Preferred Qualifications

- HR Experience working in a union environment
- Experience working with Civil Service Positions
- Human Resources certification (i.e., PHR, SHRM-CP)

### Salary Range

\$55,151 - \$62,000

### Special Instructions Summary

Please provide the names and contact information for three professional references.

### Is a background check required for this posting?

No

### Contact Information

**Contact's Name:** Susan Kurowski

**Contact's Pronouns:**

**Contact's Title:**

**Contact's Email:** [kurowski@buffalo.edu](mailto:kurowski@buffalo.edu)

**Contact's Phone:** 716-645-2803

### Posting Dates



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**Posted:** 04/01/2025

**Deadline for Applicants:**

**Date to be filled:** 06/19/2025

**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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