

Personnel Transaction Specialist, Sponsored Projects  
Services  
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=255586>

Downloaded On: Apr. 18, 2025 8:45pm

Posted Apr. 9, 2025, set to expire Aug. 4, 2025

<b>Job Title</b>	Personnel Transaction Specialist, Sponsored Projects Services
<b>Department</b>	
<b>Institution</b>	University at Buffalo Buffalo, New York
<b>Date Posted</b>	Apr. 9, 2025
<b>Application Deadline</b>	04/09/2026
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Finance/Investment Management Administrative Support/Services
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**Job Description**

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**Personnel Transaction Specialist, Sponsored Projects Services**

**Position Information**

**Position Title:** Personnel Transaction Specialist, Sponsored Projects Services

**Department:** Sponsored Research Administration

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/56631>

**Job Type:**

Personnel Transaction Specialist, Sponsored Projects  
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Full-Time

## Posting Detail Information

### Position Summary

**Sponsored Projects Services** (SPS) within the Vice President for Research and Economic Development division at the State University of New York at Buffalo is seeking a **Personnel Transaction Specialist**. This role oversees the facilitation and processing of various personnel transactions for staff, faculty, and students involved in sponsored awards funded by the Research Foundation. The Personnel Transaction Specialist also ensures compliance with institutional policies and sponsor regulations while supporting a smooth administrative process.

### Responsibilities include, but are not limited to, the following:

- Facilitate and process personnel transactions, including new appointments, reappointments, and terminations for personnel supported on sponsored funds
- Facilitate and process faculty effort, graduate student tuition remission, and other personnel-related activities for sponsored funds
- Coordinate the workflow to ensure that transactions are entered accurately and with sufficient documentation
- Serve as a liaison between university decanal unit, human resources, payroll and other administrative offices
- Provide guidance to faculty and research administrators on personnel policies, procedures, and best practices
- Assist in developing training materials on personnel transaction processes
- Identify and make recommendations for process improvements to enhance efficiency

### 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.*

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**Minimum Qualifications**

- Bachelors degree in a related field and 2 years related experience, or an equivalent combination of education and experience.
- Proficiency in various computer applications and software
- Attention to detail and accuracy in data entry and document preparation
- Ability to work independently on directed projects
- Strong interpersonal skills
- Strong math skills
- Excellent customer service skills

**Salary Range**

\$52,000 - \$58,955

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

No

**Contact Information**

**Contact's Name:** Stacey Brown

**Contact's Pronouns:** she/her

**Contact's Title:** HR Assistant

**Contact's Email:** sabrown7@buffalo.edu

**Contact's Phone:** 716-645-4492

**Posting Dates**

**Posted:** 04/09/2025

**Deadline for Applicants:** Open Until Filled

**Date to be filled:**

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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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