

HR Appointment Specialist University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=255969>

Downloaded On: Apr. 22, 2025 3:01am

Posted Apr. 21, 2025, set to expire May 7, 2025

Job Title HR Appointment Specialist
Department CAS Administrative Operations
Institution University at Buffalo
Buffalo, New York

Date Posted Apr. 21, 2025

Application Deadline 05/07/2025
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Human Resources

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Job Description

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HR Appointment Specialist, CAS Administrative Operations

Position Information

Position Title: HR Appointment Specialist, CAS Administrative Operations

Department: CAS Administrative Operations

Posting Link: <https://www.ubjobs.buffalo.edu/postings/56545>

Job Type: Full-Time

Posting Detail Information

HR Appointment Specialist University at Buffalo

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Position Summary

The [College of Arts and Sciences](#) at the University at Buffalo is seeking **Human Resources Appointment Specialist**. In this position you will track, process, and manage appointment, reappointment, and general employee life cycle transaction management for faculty, staff, and student employees in accordance with college, university and SUNY policies and procedures. You will work collaboratively with a team of HR representatives and have an understanding of the financial implications of HR functions across three academic sectors (Arts and Humanities, Social Sciences, Natural Sciences and Mathematics) in the college.

In this role you will:

- Onboard employees including verification of employment eligibility and ensure all transactions are processed in a timely, accurate, complete, and consistent manner.
- Manage, process, and work collaboratively on the reappointment process for faculty appointments.
- Process and monitor appointments for all funding sources (State, RF, and UBF) and appointment types which include: Faculty, Staff, Teaching/Graduate Assistants, Student Assistants, and Adjunct Instructors.
- Review, track & process faculty academic leaves.
- Manage the faculty award process for the College.
- Troubleshoot and independently problem solve appointment and/or employment/payroll questions and issues as they arise providing excellent customer service to faculty, staff, and student employees.
- Manage various data tracking systems, including Excel spreadsheets and college databases, ensuring data is up to date and generating reports as needed. Integrate data from University sources (SIRI) as needed to track data relevant to HR processing. Work closely with finance staff on data requests/issues.
- Ensure compliance with applicable laws, union agreements, SUNY policy, and other university policies.

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The College of Arts and Sciences is the largest interdisciplinary academic unit at the University at Buffalo. With 30 departments, 16 academic programs and 23 centers and institutes in the arts and humanities, natural sciences and mathematics and the social sciences, the College offers more academic options than any other unit on campus.

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.

Minimum Qualifications

- Bachelors degree required preferably in business, human resources, or related field.
- Two years of professional administrative experience, preferably in Human Resources and/or at an institution of higher education.
- Excellent oral, written and interpersonal skills required.
- Must be able to interact with a diverse constituency and work with minimal supervision.
- Must be proficient with the MS Word and Excel.
- Must be able to manage competing priorities and demonstrate a commitment to learning new skills as needed.
- Must be able to maintain confidentiality and composure in highly sensitive and emotionally charged situations.

Preferred Qualifications

- Masters degree preferred
- Experience working with personnel matters in a University setting preferred.

Physical Demands

Salary Range

\$55,200 - \$60,000

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Special Instructions Summary

All application materials should be submitted via UB Jobs. Application materials submitted directly to the posting contact will not be acknowledged and cannot be considered.

Is a background check required for this posting?

Yes

Contact Information

Contact's Name: Nicole Hayden

Contact's Pronouns: she/her/hers

Contact's Title: HR Specialist

Contact's Email: nhayden@buffalo.edu

Contact's Phone: 716-645-0729

Posting Dates

Posted: 04/08/2025

Deadline for Applicants:

Date to be filled: 05/22/2025

jeid-b78b66fcbaa466409f2e61f07cdcfa51

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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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