

Department Staff Assistant, Biostatistics
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=256441>

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Posted May 1, 2025, set to expire Aug. 4, 2025

Job Title Department Staff Assistant, Biostatistics
Department
Institution University at Buffalo
Buffalo, New York

Date Posted May 1, 2025

Application Deadline 05/01/2026
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Fiscal Services
Administrative Support/Services

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Job Description

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Department Staff Assistant, Biostatistics

Position Information

Position Title: Department Staff Assistant, Biostatistics

Department: Biostatistics

Posting Link: <https://www.ubjobs.buffalo.edu/postings/56974>

Job Type: Full-Time

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Posting Detail Information

Position Summary

The Department Staff Assistant will report to the Department Resource Manager in the Department of Biostatistics.

The [Department of Biostatistics](#) seeks a **Department Staff Assistant** to join their administrative team. The Department Staff Assistant will provide support to the Biostatistics Department operations.

Key areas of responsibility include but are not limited to:

- Administrative financial assistance such as procurement, expense reconciliation, faculty expense reimbursement processing, and assistance with department budget.
- Administrative support of graduate and undergraduate academic programs and activities such as class schedule management and coordination of class schedules with other university departments, room reservations, management of Department Seminar Speaker Series, and administrative management of student defenses and presentations.
- Scheduling management including that of the Chair and shared departmental spaces.
- Business support including but not limited to the preparation and coordination of faculty, student, and guest travel, assistance with department events and event planning, and department inventory management.
- Assist faculty and students with university systems including report preparation.
- Coordination and tracking of orders and requests with both internal and external vendor services including but not limited to printing, mailing, and facilities.

The Department Staff Assistant must have the ability to work independently, take initiative, and problem-solve to manage competing priorities. This position requires strong interpersonal communication skills including exceptional written and verbal communication. The department seeks candidates with strong organizational skills, flexibility, attention to detail, and the ability to maintain accurate records.

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](#).

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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

- Associates degree with two years of responsible work experience or bachelors degree
- Technological skills including proficiency in Microsoft 365 applications (Word, Excel, PowerPoint, and Outlook)
- Demonstrated ability to be proactive, organized, flexible, work independently, and take initiative in a professional team environment
- Demonstrated communication, customer service, and problem-solving skills

Preferred Qualifications

- Bachelors degree and minimum 2 years of responsible work experience
- Strong familiarity with SUNY policies, procedures, and management systems in higher education
- Knowledge and professional experience providing administrative and fiscal support

Physical Demands

Salary Range

\$50,000 - \$56,000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Joanna McCarthy

Contact's Pronouns: she/her/hers

Contact's Title: Department Resource Manager, Biostatistics

Contact's Email: joannamc@buffalo.edu

Contact's Phone: 716-829-3691

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Posting Dates

Posted: 05/01/2025

Deadline for Applicants:

Date to be filled: 07/01/2025

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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