

Senior Administrative Officer, Artificial Intelligence and  
Society  
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=256484>

Downloaded On: May. 5, 2025 1:53am

Posted May 4, 2025, set to expire May 31, 2025

<b>Job Title</b>	Senior Administrative Officer, Artificial Intelligence and Society
<b>Department</b>	School of Engineering and Applied Sciences
<b>Institution</b>	University at Buffalo Buffalo, New York
<b>Date Posted</b>	May 4, 2025
<b>Application Deadline</b>	05/31/2025
<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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**Senior Administrative Officer, Artificial Intelligence and Society**

**Position Information**

**Position Title:** Senior Administrative Officer, Artificial Intelligence and Society

**Department:** School of Engineering and Applied Sciences

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/56981>

**Job Type:**

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Full-Time

## Posting Detail Information

### Position Summary

**The Department of Artificial Intelligence and Society (AIS) in the School of Engineering & Applied Sciences** is seeking a Senior Administrative Officer. This position provides direct assistance to the Department Chairperson in all administrative functions of the department in accordance with State, University, Research Foundation (RF), UB Foundation and SEAS guidelines, policies, and procedures. Working with the Chair, they will also be instrumental in establishing departmental procedures and policies for the new department.

### Listed are the broad areas of responsibility including but not limited to:

- Directing all administrative matters of the department on behalf of the Chair.
- Supervising departmental staff.
- General office management, business, and marketing initiatives.
- Assist Chair in assignment of courses to faculty and supervise department scheduler with AIS course scheduling.
- Financial management of department resources.
- Administration of personnel matters within the department, including approving appointment transactions (faculty, staff, and students) and managing faculty promotional cases.
- Processing of work authorization in conjunction with UB immigration services.
- Preparation of statistical reports for internal and external reporting purposes.
- Assisting Chair in allocating space and keeping space records.
- Backup to the Chair as approver for Sponsored Program Approval forms.
- Implementing strategies for promoting the department to increase visibility, attract potential faculty and students and improve national departmental rankings and work with the Department Advisory Board and help organize alumni and industry events.
- Oversight of departmental website and updates, including departmental news and personnel changes.
- Support chair and departmental efforts in developing new degree programs that align with the strategic mission of the schools and UB.

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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**

- Bachelors degree.
- Three years experience in an administrative position.
- Experience in financial matters.
- Excellent communication and computer skills.

**Preferred Qualifications**

**Physical Demands**

**Salary Range**

\$64,500 - \$68,000

**Special Instructions Summary**

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

No

**Contact Information**

**Contact's Name:** Ria Iliadou

**Contact's Pronouns:**

**Contact's Title:** Director of Recruitment & Faculty Affairs

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

**Contact's Phone:** 716-645-1407

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**Posting Dates**

**Posted:** 05/02/2025

**Deadline for Applicants:**

**Date to be filled:** 07/01/2025

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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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