

Executive Assistant  
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=256816>

Downloaded On: May. 10, 2025 12:17am

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

**Job Title** Executive Assistant  
**Department** Office of Biomedical Education  
**Institution** University at Buffalo  
Buffalo, New York

**Date Posted** May 9, 2025

**Application Deadline** 05/06/2026  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Administrative Support/Services

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**Job Description**

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**Executive Assistant, Office of Biomedical Education**

**Position Information**

**Position Title:** Executive Assistant, Office of Biomedical Education

**Department:** Biomedical Education Wide

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/57044>

**Job Type:** Full-Time

**Posting Detail Information**

## Executive Assistant University at Buffalo

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### Position Summary

The **Executive Assistant** in the Office of Biomedical Education, Jacobs School of Medicine and Biomedical Sciences provides high-level support to senior leadership, optimizing their ability to focus on key strategic initiatives. This role is instrumental in ensuring efficient administrative functioning, facilitating communication, and supporting strategic initiatives within the office.

- Directly support the Senior Associate Dean for Biomedical Education and the Associate Dean for Undergraduate Education and STEM Outreach. Manage calendars, schedule appointments, and coordinate meetings.
- Primary point of contact with OBE campus stakeholders on behalf of the SAD and AD, including faculty program directors, administrators and Jacobs School and central UB service offices. Coordinate all-staff events such as retreats and standing meetings.
- Track strategic planning action items and follow up on tasks to ensure deadlines are met and objectives are achieved.
- With the Directors of Graduate and Undergraduate Enrollment, coordinate the Biomedical Sciences Commencement ceremony.
- Assist in planning and executing special projects, events, and initiatives under the direction of the Senior Associate Dean.

### 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 or an equivalent combination of education and experience.
- Excellent communicator, with outstanding oral, written, team and collaboration skills.
- Project and event management experience.
- Able to quickly learn and use university and external support sources.

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**Preferred Qualifications**

- Experience in business or related field.
- Strong project management experience and analytical skills.
- Strong computer technology skills, including Microsoft Suite, project management.
- Experience supporting senior administrators in higher education.

**Physical Demands**

**Salary Range**

\$45,000 - \$50,000

**Special Instructions Summary**

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

No

**Contact Information**

**Contact's Name:** John OKeefe

**Contact's Pronouns:**

**Contact's Title:** Operations Assistant

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

**Contact's Phone:** 716-829-3631

**Posting Dates**

**Posted:** 05/06/2025

**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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