

**Administrative Assistant  
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=256817>

Downloaded On: Jul. 12, 2025 9:54am

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

<b>Job Title</b>	Administrative Assistant
<b>Department</b>	Medical Education & Educational Research Institute (MEERI)
<b>Institution</b>	University at Buffalo Buffalo, New York
<b>Date Posted</b>	May 9, 2025
<b>Application Deadline</b>	05/06/2026
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6217196">https://apptrkr.com/6217196</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Administrative Assistant, Medical Education & Educational Research Institute (MEERI)**

**Position Information**

**Position Title:** Administrative Assistant, Medical Education & Educational Research Institute (MEERI)

**Department:** OME MEERI

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/57040>

**Job Type:** Full-Time

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### Posting Detail Information

#### Position Summary

The Jacobs School of Medicine and Biomedical Sciences seeks an **Administrative Assistant** to support the general administrative functions and daily operations of the Medical Education and Educational Research Institute (MEERI). This position provides administrative support to faculty and staff ensuring smooth and efficient operations. The incumbent will assist in preparing documents and reports; compiling records; scheduling meetings; organizing and maintaining information; coordinating calendars and events; and providing general office support while maintaining confidentiality and professionalism. This position will report to the Director of Medical Education and Educational Research Institute.

#### Key Responsibilities:

##### Administrative Support

- Plan, organize, support, and coordinate daily office activities and administrative processes within the Medical Education and Educational Research Institute (MEERI).
- Provide support for scheduling, personal calendars, and travel arrangements for MEERI Director and faculty and staff.
- Coordinate meeting logistics including scheduling, material preparation, and agendas for MEERI and the Learning Sciences and Educational Success Program (this may include scheduling debriefing sessions with Peer Educators, coordinating interviews for students interested in serving as Step 1 Mentors, etc.).
- Provide support for scheduling, personal calendars, and travel arrangements for MEERI.

#### Documentation and Reporting

- Maintain databases and records for MEERI activities and events.
- Prepare and review documents, presentations, and meeting minutes.
- Collect, organize, research, and analyze information and data to prepare reports, presentations, and summaries. Maintain and update the Directors and programs essential records.

#### Event Coordination

- Support and coordinate special events, meetings, workshops, and conferences; reserve spaces, develop itineraries, prepare materials, coordinate work between teams, and serve as point of

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contact for guests.

- Oversee logistics and material preparation for events.

### Communication

- Participate in the development of communication/marketing strategies to promote programs; oversee the creation and distribution of marketing materials, advertising, for programs, workshops, etc.
- Serve as a point of contact for internal and external inquiries.
- Ensure professional and timely communication.

### Office Management

- Order and manage office supplies.
- Maintain equipment and manage routine office maintenance tasks.

### Project Assistance

- Assist with special projects, research, and data entry as needed.

### Confidentiality

- Oversee sensitive and confidential information in compliance with institutional policies.

### *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.

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**Minimum Qualifications**

- High school diploma required.
- Minimum of 2 years of experience in administrative support or office management, preferably in an academic or healthcare setting.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Strong organizational skills with the ability to manage multiple tasks simultaneously.
- Excellent written and verbal communication skills.

**Preferred Qualifications**

- Associate degree or higher preferred.
- Knowledge of medical terminology or experience in a medical environment is a plus.
- Ability to work independently and as part of a team.
- Attention to detail and problem-solving abilities.
- Positive attitude and strong customer service orientation.

**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:** Tammi Blajszczak

**Contact's Pronouns:**

**Contact's Title:** Unit Business Manager

**Contact's Email:** [tlb25@buffalo.edu](mailto:tlb25@buffalo.edu)

**Contact's Phone:** 716-829-3632

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**Posting Dates**

**Posted:** 05/06/2025

**Deadline for Applicants:** Open Until Filled

**Date to be filled:** 06/01/2025

**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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