

Undergraduate Program Staff Assistant University at Buffalo

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Posted Jun. 17, 2025, set to expire Aug. 4, 2025

Job Title	Undergraduate Program Staff Assistant
Department	Exercise and Nutrition Sciences
Institution	University at Buffalo Buffalo, New York

Date Posted	Jun. 17, 2025
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Application Deadline	06/16/2026
Position Start Date	Available immediately

Job Categories	Classified Staff
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Academic Field(s)	Administrative Support/Services
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Job Description

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Undergraduate Program Staff Assistant

Position Information

Position Title: Undergraduate Program Staff Assistant

Department: Exercise and Nutrition Sciences

Posting Link: <https://www.ubjobs.buffalo.edu/postings/57509>

Job Type: Full-Time

Posting Detail Information

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Position Summary

The Department of Exercise and Nutrition Sciences (ENS) in the School of Public Health and Health Professions (SPHHP) is seeking an Undergraduate Program Staff Assistant. This position will provide support to faculty and students by working closely with the undergraduate program directors as well as other administrative staff. The Staff Assistant should be a self-directed professional who serves as a strategic partner to the program and clinical directors by performing responsibilities aimed at maximizing the effectiveness of the directors and the operations of the programs.

Key Responsibilities:

- Assist undergraduate students with registration for Undergraduate Exercise Science and Nutrition courses as well as remaining in contact with students to keep them aware of important dates and events.
- Maintain ENS department course schedule, including graduate and undergraduate courses and assisting with curricular and course revisions.
- Creating and maintaining a social media presence to promote undergraduate programs in the department. Also, sustaining and updating the departmental website.
- Organize student-related events by reserving rooms, ordering food/supplies and working with other administrative staff/various academic related offices across the University when necessary.
- Prepare and compile undergraduate data for Undergraduate Affairs Committee meetings as well as assisting with compiling data for Middle States, Annual Program Assessment, and Comprehensive Program Review.
- Assist ES Clinical Education Director with various administrative tasks, i.e. tracking & maintaining student ENS requirements, verifying necessary clinical education requirements.
- Keeping up with the class lists and updating on a regularly scheduled basis.
- Collaborate with other admin/faculty members as directed by departmental Chair or Program Directors.
- Other duties as assigned.

About the Department

The Department of Exercise & Nutrition Sciences is one of the academic units in the School of Public Health & Health Professions. There are well-established research programs and excellent facilities available within the Department and School. The Department offers a BS in Exercise Science, a BS/MS in Exercise Nutrition, BS in Nutrition, an integrated Clinical Nutrition graduate dietitian training program, an MS degree in Athletic Training, MS degrees in Nutrition and Exercise Science, a combined Exercise Science BS/MPH in Epidemiology and PhD degrees in Exercise Science and

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Nutrition. The Department is home to the Center for Research and Education in Special Environments (CRESE), which is a state-of-the-art facility for performing research at altitude, depth, and extremes of temperature.

About the School of Public Health and Health Professions

SPHHP offers programs at every degree level and is the home to departments of biostatistics, community health and health behavior, epidemiology and environmental health, exercise and nutrition sciences, and rehabilitation science. It is one of only a few schools across the country that includes both health-related professions and public health. It has a diverse student body which it is actively engaged in supporting. The School has an energetic equity, diversity and inclusion council and provides professional development opportunities in inclusive pedagogy and other equity-related issues. Faculty in the School also engage with the University at Buffalo Community Health Equity Research Institute.

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of Americas leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#).

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

- Associate degree with 2 years of experience or bachelors degree.
- Demonstrated general skills required include being adaptable, organized, proactive, having excellent judgment, quantitative ability.

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- Strong technology skills including effective utilization of Microsoft 365 (Word, Excel, PowerPoint and Outlook) and efficient file sharing techniques.
- Skills in spreadsheet development, communication (listening, written, and oral), customer service, problem-solving, and effectively performing as part of a team.

Preferred Qualifications

- Masters degree with experience in a similar professional role providing administrative or educational support in an academic or similar institution.
- Strong administrative and communication skills; excellent written and verbal skills.
- Advanced computer skills for word processing and data management; experience with university business systems (HUB and SLATE) is preferred.
- Knowledge and experience using social media to assist in promoting undergraduate programs in the department. Experience with university systems and software, including HUB, Navigate, SIRI, Modern Campus Curriculum software (Curriculog), Brightspace, Typhon, and TAURUS

Salary Range

\$50,000 - \$56,000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Benjamin Stich

Contact's Pronouns:

Contact's Title: Department Resource Manager

Contact's Email: bstich@buffalo.edu

Contact's Phone: 716-829-2048

Posting Dates

Posted: 06/16/2025

Deadline for Applicants:

Date to be filled:

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University at Buffalo**

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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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