Human Resources Specialist, Office of Resource Management
University at Buffalo

Job Title	Human Resources Specialist, Office of Resource Management
Department	
Institution	University at Buffalo Buffalo, New York
Date Posted	Jun. 20, 2025
Application Deadline	07/02/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Human Resources
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Apply By Email	
Job Description	

Human Resources Specialist, Office of Resource Management

Position Information

Position Title: Human Resources Specialist, Office of Resource Management
Department: JSMBS Human Resources
Posting Link: https://www.ubjobs.buffalo.edu/postings/57659
Job Type: Full-Time

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Posting Detail Information

Position Summary

An exciting opportunity for an enthusiastic Human Resources professional is available in the Office of Resource Management, in the**Jacobs School of Medicine and Biomedical Sciences**. In this role, you will provide HR operational support to ensure HR transactions are handled accurately and in a timely manner. To be successful in this role, you will need excellent communication skills and the ability to prioritize and complete a varied set of tasks.

As a **Human Resources Specialist**, you will work collaboratively as a member of the Resource Management HR team to:

- serve as a resource to Jacobs School academic departments and units to provide guidance and support for ongoing HR processes
- review and approve personnel transactions for faculty, staff, student, and volunteer appointments
- monitor the shared signature email inbox to ensure items requiring Deans signature are reviewed and routed expeditiously
- liaison with central HR to post positions and provide updates on recruitment statuses
- participate in recruitment activities, including developing position descriptions and serving on search committees
- brainstorm and strategize to develop improvements to existing HR practices

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 combination of education and experience
- Experience providing HR operational support

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Preferred Qualifications

- Familiarity with UB systems (ePTF, UB Jobs, SIRI, etc.)

Salary Range
$55,000 - $62,000

Special Instructions Summary

Is a background check required for this posting?
No

Contact Information

Contact's Name: Brendan Tom
Contact's Pronouns: he/him
Contact's Title: Director of Human Resources, Jacobs School of Medicine and Biomedical Sciences
Contact's Email: bjtom@buffalo.edu
Contact's Phone: 716-829-2771

Posting Dates

Posted: 06/18/2025
Deadline for Applicants: 07/02/2025
Date to be filled:

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Contact Information

Contact

N/A

University at Buffalo

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