

Senior Staff Assistant, Resource Management  
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=259951>

Downloaded On: Jul. 18, 2025 7:32pm

Posted Jul. 18, 2025, set to expire Aug. 4, 2025

**Job Title** Senior Staff Assistant, Resource Management  
**Department** School of Social Work  
**Institution** University at Buffalo  
Buffalo, New York

**Date Posted** Jul. 18, 2025

**Application Deadline** 07/17/2026  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Research/Technical/Laboratory  
Administrative Support/Services

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**Job Description**

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**Senior Staff Assistant, Resource Management**

**Position Information**

**Position Title:** Senior Staff Assistant, Resource Management

**Department:** School of Social Work

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/58080>

**Job Type:** Full-Time

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### Posting Detail Information

#### Position Summary

The Resource Management unit of the School of Social Work is seeking a Senior Staff Assistant who is a self-motivated individual who enjoys a fast-paced, team environment. This individual will have the opportunity to learn and grow within an evolving work environment. They will provide support for the School to fulfill budgetary and personnel functions in a deadline-driven setting. Effective communication skills along with a heightened focus on attention to detail to ensure accuracy and completeness of all paperwork will ensure a successful candidate.

Duties and responsibilities include but are not limited to:

- Manages all aspects of travel, reimbursement, procurement, etc. and coordinates the financial implications to school budgets. Collaborates with internal stakeholders to strive for operational excellence. Tracks the staff program and appraisal process .
- Monitors and reconciles State, Research Foundation Indirect, and UB Foundation accounts, as well as unit budgets within the School. Collaborates with Assistant Director of Resource Management in executing fiscal year budget closeout and start-up of subsequent year.
- Processes School-related appointments such as TA/GAs, Student Assistant and Volunteer. Also manages a multi-unit effort to appoint part-time faculty which includes identifying employee paperwork and placing employees on payroll in a timely manner. Monitors and reviews time-sheets.
- Develops and analyzes School financial reports, performing trend analysis, identifying and summarizing variances in account activity for school budgets.
- Coordinates with Assistant Director of Resource Management to identify, communicate and implement new policies and procedures.

#### 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. Visit our benefits website to learn about our [benefit packages](#).

#### 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

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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](#).

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 with 2 years of experience or masters degree or professional certification with no experience.

### Preferred Qualifications

- At least 2 years of experience in administration.
- At least 2 years using Microsoft Applications, i.e., Word, Excel, etc..
- Extremely organized, detail-oriented, and efficient.
- Ability to learn quickly, multi-task, and work comfortably in a team environment.
- Comfortable with data/analytics.
- Ability to learn new technology/software.
- Strong written and verbal communication skills.
- Ability to exercise excellent judgment, discretion, and make decisions in a timely and effective manner.
- Excellent problem-solving skills with proven ability to strategize and prioritize to meet goals and deadlines.

### Physical Demands

Primarily desk work.

### Salary Range

\$60,000 - \$67,000

### Special Instructions Summary

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

No

### Contact Information

**Contact's Name:**

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Irene Mucci

**Contact's Pronouns:**

**Contact's Title:** Associate Dean for Resource Management

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

**Contact's Phone:** 716-645-1261

**Posting Dates**

**Posted:** 07/17/2025

**Deadline for Applicants:**

**Date to be filled:** 09/02/2025

**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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