

Executive Assistant to the Dean, SPHHP  
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=261135>

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Posted Aug. 14, 2025, set to expire Aug. 4, 2026

**Job Title** Executive Assistant to the Dean, SPHHP  
**Department** SPHHP Dean's Office  
**Institution** University at Buffalo  
Buffalo, New York

**Date Posted** Aug. 14, 2025

**Application Deadline** 08/13/2026

**Position Start Date** Available immediately

**Job Categories** Classified Staff

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

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**Job Description**

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**Executive Assistant to the Dean, SPHHP**

**Position Information**

**Position Title:** Executive Assistant to the Dean, SPHHP

**Department:** SPHHP Dean's Office

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/58433>

**Job Type:** Full-Time

**Posting Detail Information**

## Executive Assistant to the Dean, SPHHP University at Buffalo

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### Position Summary

The **School of Public Health and Health Professions (SPHHP)** Deans Office is seeking an Executive Assistant to support the Dean. The **Executive Assistant to the Dean** will perform tasks and responsibilities aimed at maximizing the effectiveness of the Dean, as well as the overall Office of the Dean. They must be able to anticipate needs, while managing the day-to-day workflow, along with prioritizing various higher-level projects. This role will be a key contributor, providing outstanding customer service to staff, faculty, students, internal and external stakeholders. The strongest candidate will enjoy interacting with a diverse group of professionals, be a problem solver, be detail-oriented, self-directed, and enjoy working within a cohesive and mutually supportive office.

This position requires strong judgment and independent resourcefulness, while handling time sensitive matters that require concise problem-solving and confidentiality. The Executive Assistant to the Dean must be a self-motivated professional who requires limited supervision in making appropriate decisions. Furthermore, this position may require limited nontraditional hours of business in order to support the Deans activities during special events.

### Key Responsibilities include:

- Provide high-level administrative support to Dean
- Draft, edit, and manage communications, speeches/talking points, correspondence, and documentation on behalf of the Dean
- Prepare agendas and briefing materials in advance of meetings and events to ensure the Dean is fully informed and prepared.
- Develop and assist with the creation of presentations and materials for high-level searches and engagements, utilizing tools such as PowerPoint, Zoom, and Panopto.
- Supervise the Staff Assistant (SL-2), including task delegation and performance oversight.
- Oversee the organization and maintenance of records, files, and data systems in accordance with campus protocols
- Compile and generate annual and ad hoc reports on behalf of the Dean.
- Coordinate logistics for meetings, events, and travel arrangements in collaboration with the Staff Assistant; ensure timely follow-up on action items.
- Assist in planning and executing special projects, events, and initiatives under the direction of the Dean.
- Monitor office workflow, helping to prioritize requests and manage competing demands effectively.
- Serve as a liaison between the Deans Office and all other campus units, maintaining high confidentiality and professionalism

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- Work with Senior staff and associate deans to advance the Deans initiatives and support these teams
- Other duties as assigned

**About the School:**

UBs School of Public Health and Health Professions offers programs at every degree level and is the home to five departments; 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 health-related professions as an integral component of the public health educational and research system. Faculty and students engage in research and community activities designed to improve the health of populations, communities, and individuals. The SPHHP is located on the South Campus of University at Buffalo. For more information about the school, visit [our website](#).

**About the Buffalo/Niagara region:**

Buffalo is the second-largest city in New York State and is located on the shores of Lake Erie, upriver of the majestic Niagara Falls. Buffalo - the City of Good Neighbors - is undergoing a renaissance with a rapidly growing economy, vital academic health sciences center, and affordable cost of living. The Western New York educational system is excellent. Buffalo-Niagara is a region of 1.2 million people, world-class art galleries and museums, a comprehensive city-wide system of parks and green space, a vibrant theater and music community, and major and minor league sports teams.

**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 with 2 years of experience. A combination of education (including professional certifications) and experience may be considered in lieu of a Bachelors degree on a year-for-year

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basis.

- Strong interpersonal communication skills, including verbal and written, active listening and critical thinking.
- Ability to communicate clearly and respectfully with diverse populations with an understanding and use of confidentiality principles.
- Ability to handle restricted and sensitive information. Ability to maintain confidentiality, attention to detail, and accuracy in all areas of responsibility.
- Highly professional team player, willing to work in various levels of the organization, focusing on improving outcomes for the entire School and University.
- Advanced computer skills - specifically experience with Google calendar and Microsoft Outlook calendar systems; Microsoft Suite (Word, PowerPoint, Excel)

### Preferred Qualifications

- Masters degree
- 3-5 years of experience providing high-level administrative support to senior leadership in higher education
- Direct supervisor experience
- Experience with University at Buffalo policies and procedures; Familiarity with UB systems (UB Jobs, ePTF, SIRI, Concur, ShopBlue, etc)

### Physical Demands

### Salary Range

\$72,000 - \$76,000

### Special Instructions Summary

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

No

### Contact Information

**Contact's Name:** Samantha Pressing

**Contact's Pronouns:**

**Contact's Title:** Assistant Director of HR and Business Operations

**Contact's Email:** sjmaiara@buffalo.edu

**Contact's Phone:**

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716-829-6755

**Posting Dates**

**Posted:** 08/13/2025

**Deadline for Applicants:**

**Date to be filled:** 09/12/2025

**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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