

Operations Assistant, Startup and Innovation
Collaboratory (CoLab)
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=262395>

Downloaded On: Sep. 12, 2025 2:43am

Posted Sep. 11, 2025, set to expire Oct. 9, 2025

Job Title	Operations Assistant, Startup and Innovation Collaboratory (CoLab)
Department	Student Entrepreneur Development
Institution	University at Buffalo Buffalo, New York
Date Posted	Sep. 11, 2025
Application Deadline	10/09/2025
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Research/Technical/Laboratory
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Job Description

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Operations Assistant, Startup and Innovation Collaboratory (CoLab)

Position Information

Position Title: Operations Assistant, Startup and Innovation Collaboratory (CoLab)

Department: Student Entrepreneur Development

Posting Link: <https://www.ubjobs.buffalo.edu/postings/58944>

Job Type: Full-Time

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Posting Detail Information

Position Summary

The [Startup and Innovation Collaboratory \(CoLab\)](#), a campus-based entrepreneurship and innovation center, is accepting applications for an Operations Assistant (SL-2). This role is responsible for the administrative and operational duties necessary to manage a fast-paced department focused on supporting and empowering student innovators and entrepreneurs.

Responsibilities include:

- **Financial Management:** Managing all purchasing and vendor payments, expenditure tracking, competition prize award submission and distribution, financial policy compliance.
- **Human Resources:** Oversee recruitment, appointment, and supervision of student employees, serve as point of contact for human resources questions and policies.
- **Administrative Support & Operational Efficiency:** Manage space requests and facilities needs, ensure event calendars are up-to-date, track engagement data, prepare office for daily use.

Due to the nature of our work, some weekend and evening hours will be required.

The CoLab offers a fun and collaborative team environment focused on producing innovative and impactful programs for students. The preferred candidate will have a proactive and solutions orientated outlook, be self-motivated, possess an acute attention to detail and customer service focus. Occasional evenings and weekends may be required.

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

- Associate degree with a minimum of 2 years of administrative experience or bachelors degree is required
- Proficient in Microsoft Office Suite, especially Excel
- Professional experience in financial and budget management
- Strong written, verbal, and interpersonal skills and comfort interacting with student populations
- Adaptable to working effectively during seasons of high or fluctuating activity levels
- Detail oriented with excellent organizational and time management skills
- Proactive, with the ability to problem solve or seek answers from appropriate sources

Preferred Qualifications

- Bachelors degree
- Professional Experience in a Higher Education environment.
- Competence and high comfort level with learning software platforms (Cognito, Monday.com)
- Proficient in university business systems (eptf, Shopblue, SIRI, RF Report Center)

Physical Demands

Salary Range

\$51,261 - \$53,000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name:

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Hadar Borden

Contact's Pronouns:

Contact's Title: Director

Contact's Email: hborden@buffalo.edu

Contact's Phone: 716-645-8111

Posting Dates

Posted: 09/10/2025

Deadline for Applicants:

Date to be filled: 11/20/2025

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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