

Staff Assistant, Department of Neurology
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=263527>

Downloaded On: Oct. 7, 2025 3:22pm

Posted Oct. 7, 2025, set to expire Nov. 4, 2025

Job Title	Staff Assistant, Department of Neurology
Department	Department of Neurology
Institution	University at Buffalo Buffalo, New York

Date Posted	Oct. 7, 2025
--------------------	--------------

Application Deadline	11/04/2025
Position Start Date	Available immediately

Job Categories	Classified Staff
-----------------------	------------------

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

Apply Online Here	https://apptrkr.com/6624980
--------------------------	---

Apply By Email

Job Description

Image not found or type unknown



Staff Assistant, Department of Neurology

Position Information

Position Title: Staff Assistant, Department of Neurology

Department: Neurology

Posting Link: <https://www.ubjobs.buffalo.edu/postings/59397>

Job Type: Full-Time

Posting Detail Information

Staff Assistant, Department of Neurology
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=263527>

Downloaded On: Oct. 7, 2025 3:22pm

Posted Oct. 7, 2025, set to expire Nov. 4, 2025

Position Summary

The University at Buffalo Department of Neurology is seeking a Staff Assistant to provide administrative support to our Chairman, Senior Staff Assistant, faculty, and medical students. In this position, you will assist with:

- management and coordination of all Neurology, Medical School courses including the development of evaluations, course documents, and yearly schedule for medical students.
- preparation of departments annual budget requests.
- monitoring faculty and professional appointments with respect to contract renewals, promotions and permanent appointments.
- administration of departmental Grand Rounds and other CME activities including managing yearly budget

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 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.

Staff Assistant, Department of Neurology
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=263527>

Downloaded On: Oct. 7, 2025 3:22pm

Posted Oct. 7, 2025, set to expire Nov. 4, 2025

Minimum Qualifications

- Associate degree with 2 years of experience in an academic or administrative/coordinator setting or an equivalent combination of education and experience.

Preferred Qualifications

- Bachelors Degree
- Experience working in a medical school or ACGME program
- Proficient in MS Office programs, email, and scheduling software.

Physical Demands

Salary Range

\$51,261 - \$55,000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Thomas Bellanca

Contact's Pronouns:

Contact's Title: Senior Staff Assistant

Contact's Email: tjbellan@buffalo.edu

Contact's Phone: (716) 323-0646

Posting Dates

Staff Assistant, Department of Neurology
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=263527>

Downloaded On: Oct. 7, 2025 3:22pm

Posted Oct. 7, 2025, set to expire Nov. 4, 2025

Posted: 10/06/2025

Deadline for Applicants:

Date to be filled:

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University at Buffalo

,