

Administrative Assistant, Upward Bound Program
University at Buffalo

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Posted Nov. 18, 2025, set to expire Aug. 4, 2026

Job Title	Administrative Assistant, Upward Bound Program
Department	
Institution	University at Buffalo Buffalo, New York
Date Posted	Nov. 18, 2025
Application Deadline	11/17/2026
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
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Administrative Assistant, Upward Bound Program

Position Information

Position Title: Administrative Assistant, Upward Bound Program

Department: Office of University Preparatory Programs

Posting Link: <https://www.ubjobs.buffalo.edu/postings/59970>

Job Type: Part-Time

Posting Detail Information

Administrative Assistant, Upward Bound Program University at Buffalo

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Position Summary

The University at Buffalo, [Upward Bound Program](#) (UBP), is accepting applications for a part-time Administrative Assistant who provide a full range of administrative support activities. Reporting to the Director, the administrative assistant will be responsible for general administrative office support, routine data entry, budget and financial support, and assist with the preparation and planning for programming and events. The successful candidate will serve as the initial point of contact in the UBP office and have excellent inter-personal skills.

Key Accountabilities & Responsibilities include:

- Complete all data entry, maintain and update the projects database (BLUMEN), and assist the project Director with the preparation of the Annual Performance Report (APR), audit reports, and any other required US DOE, University, and Departmental reports.
- Respond to student inquiries about programs and issues, maintain departmental files, assist with budget and financial management, collects and maintains documents required for monthly reconciliations.
- Collaborate with program staff on strategic initiatives and program planning, as well as, special projects and other activities that further the mission and visibility of the Upward Bound Program and Cora P. Maloney Center.
- Supports the program by performing all other duties as assigned by the Director, maintaining high levels of accuracy, a professional demeanor, appropriate levels of confidentiality, and providing excellent customer service.

The [Upward Bound Program](#) which is part of the [Cora P. Maloney Center](#) at the University at Buffalo is a Federal TRIO Program under the United States Department of Education (U.S.D.E.), designed to encourage and support students from disadvantaged backgrounds to improve their performance and motivation to pursue a post-secondary education. The University at Buffalo [Upward Bound Program \(UBP\)](#) was established in 1967 as a high school to college transitional service for students who are income-eligible and/or first in their family to receive a bachelors. The UBP continues to provide a rigorous academic program in an educational climate that emphasizes empathy, compassion, social awareness and a sense of belonging to address the whole student.

Learn more:

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- 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](#).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicants race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Minimum Qualifications

- High school diploma
- 3 years progressive administrative experience in related field/office setting.
- Excellent computer skills including Microsoft Windows i.e. Word, Excel Access, PowerPoint and Outlook; electronic communications tools: internet and email required.
- Excellent communication skills utilizing tact, diplomacy, and respect for diverse constituents.

Preferred Qualifications

- Associates degree
- Certification or training as an administrative assistant or secretary
- 3 or more years experience working with similar populations in a community service or after school program.

Physical Demands

n/a

Salary Range

\$20,000

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Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Sabrina Perry

Contact's Pronouns:

Contact's Title: Director, Upward Bound Program

Contact's Email: slivings@buffalo.edu

Contact's Phone: 716-829-3606

Posting Dates

Posted: 11/17/2025

Deadline for Applicants: Open Until Filled

Date to be filled: 01/05/2026

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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