

HR Assistant, Sponsored Projects Services
University at Buffalo, The State University of New York

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Posted Oct. 25, 2023, set to expire Aug. 4, 2024

Job Title	HR Assistant, Sponsored Projects Services
Department	Sponsored Projects Services
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 25, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Human Resources
Job Website	https://www.ubjobs.buffalo.edu/postings/46097

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Job Description

The **Human Resources (HR) Assistant** provides administrative support for various human resources activities for [Sponsored Projects Services](#) (SPS). Primary responsibilities include managing searches for new staff, gathering and submitting paperwork required to add staff to payroll, general administrative tasks, and special projects. The incumbent will work closely with the SPS's Office Manager, coordinating operations and providing back-up support to the Associate Vice President for Research Administration and other senior staff, as needed.

Primary Duties and Responsibilities include, but are not limited to:

- Manage and organize recruiting efforts.
- Gathering and submitting paperwork required to onboard new employees.
- Coordinate and assist with onboarding new staff.
- Act as liaison with central human resources.

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- Serve as a source of information and guidance on HR topics.
- Operate and work within different HR systems.

The HR Assistant must be eager to learn, detail-oriented, and comfortable handling multiple assignments for various staff members in a fast-paced environment. They must be flexible, have strong communication and interpersonal skills, and be comfortable working as part of a team. They must have the ability to switch between projects and adapt to changing priorities is critical, as the incumbent will be working with multiple staff members on potentially competing projects and deadlines. Must be comfortable with switching between different operating systems and learning the in's and out's of systems.

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 America's 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](#).

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

Contact Information

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

Contact

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