

Administrative Assistant 1, Renew Institute
University at Buffalo, The State University of New York

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Posted Nov. 15, 2023, set to expire Aug. 4, 2024

Job Title	Administrative Assistant 1, Renew Institute
Department	Renew Institute
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 15, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/46474

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Job Description

The [RENEW Institute](#) is seeking an Administrative Assistant to provide Administration management within the office of RENEW and offer the RENEW team with grant and proposal support. This person will be proactive in managing tasks and will be able to work independently. This position requires someone who is dependable and organized, who can handle time-sensitive matters that require concise problem solving and confidentiality.

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

- Proposal submission support (editing, compiling documents, etc.)
- General Office Administration support: maintain supplies, filing, expense reimbursements.
- Work within different UB systems and help maintain RENEW website.
- Calendar management and Event Coordination for senior management.

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The Administrative Assistant must be eager to learn, detail-oriented and comfortable handling multiple assignments for various staff members. They must be flexible and comfortable working as part of a team. The ability to switch between projects and adapt to changing priorities is critical, as this person will be working with multiple staff members.

The RENEW Institute is a university-wide, multi-disciplinary research institute that focuses on complex energy and environment issues, as well as the social, environmental, and economic justice issues to which they are connected. The ideal candidate will have an interest in RENEW Institute mission, aware of climate change, environmental health, and equity, and have an eagerness to learn more about the scientific research and sponsored research procedures over time.

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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