

Executive Assistant, Intercollegiate Athletics
University at Buffalo, The State University of New York

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Posted Nov. 17, 2023, set to expire Aug. 4, 2024

Job Title	Executive Assistant, Intercollegiate Athletics
Department	Intercollegiate Athletics
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 17, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Athletics and Recreation Services Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/46560
Apply By Email	
Job Description	

Position Summary

The Executive Assistant is designed to assist the Vice President and Director of Athletics in a wide-variety of areas that will provide exposure to the inner-workings of an [athletics department](#). While this position directly reports to the Director of Athletics, the successful candidate will work very closely with the Sr. Associate AD/SWA in responsibilities that incorporate compliance with NCAA and gender equity guidelines as well as internal operations.

Duties and Responsibilities:

- Manage all aspects of special projects for the Vice President and Director of Athletics.

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- Conduct market research, benchmarking, preparing reports and other presentations-style documents are needed.
- Coordinate and manage appearances, meetings, and community related activities for the Vice President and Director of Athletics.
- Work with the Sr. Associate AD/SWA regarding NCAA and gender equality reports/certifications, EDI, athletic department professional development, and internal operations.

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](#).

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.

Minimum Qualifications

- Bachelor's degree.
- Relevant experience in Intercollegiate Athletics.
- Outstanding oral and written communication skills is essential for interaction with Athletics administration, coaches, support staff, academic leaders, university faculty and staff, alumni, and volunteers.
- Possess a high-level of understanding of technology.

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Contact Information

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

Contact

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