

Assistant to Chair, Biomedical Informatics Department
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=226740>

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Posted Dec. 4, 2023, set to expire Aug. 4, 2024

Job Title	Assistant to Chair, Biomedical Informatics Department
Department	Biomedical Informatics Department
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 4, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/46835
Apply By Email	
Job Description	

Position Summary

The [Department of Biomedical Informatics](#) (BMI) at the Jacobs School of Medicine and Biomedical Sciences, University at Buffalo, is seeking applications for the position of **Assistant to Chair**, responsible for the department's resource management and academic coordination. The successful candidate will manage all aspects of resource management, including human resources, financial management and supervision of the Office Assistant 1 position. The position also includes the Academic Coordinator component which is responsible for managing the MS and PhD programs' applications and admissions process in SLATE, HUB maintenance for course catalog/class schedules and assisting with academic advisement.

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Duties include, but are not limited to:

Resource Management (40%)

- Budget, maintain and reconcile various State and UBF accounts (using SIRI)
- Recruit faculty and staff (using UB Jobs)
- Monitor, maintain and process various HR transactions (using SIRI, ePTF)
- Prepare and submit faculty promotion dossiers
- Supervise Office Assistant 1 (using ShopBlue, Concur)

Academic Coordinator (60%):

- Serve as Application Coordinator for MS and PhD programs: review applications in SLATE, guide applicants through the application process; work closely with BMI's Program Directors, Jacobs School Office of Biomedical Education, International Admissions, International Student Services
- Process stipends, tuition scholarships; assist students and faculty with various milestones and issues; work closely with JSMBS Office of Biomedical Education and Graduate School
- Monitor and finalize all MS students' Academic Advisement Report (AAR) in HUB
- Monitor and update course catalog and class scheduling in HUB; assist with new courses

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](#).

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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](https://www.AcademicKeys.com/r?job=226740).

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 with two years or more of experience in a related field (a combination of education and experience will be considered in lieu of the degree requirement)
- Excellent oral, written and interpersonal skills
- Must be detail-oriented with excellent organizational, problem solving and analytical skills
- Resourceful, self-directed professional who works well under minimal supervision and is committed to learning new skills as needed
- Ability to effectively manage competing priorities
- Proficient with MS Office suite

Preferred Qualifications

- Master's degree with two years or more of experience in related field
- Proficient with any of the following: SLATE, HUB, UB Jobs, ePTF, SIRI
- Experience with procurement and travel reimbursement processes at UB

Contact Information

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

Contact

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