

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

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Posted Dec. 20, 2023, set to expire Aug. 4, 2024

Job Title	Administrative Assistant 1
Department	Department of Periodontics and Endodontics
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Dec. 20, 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/47179

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Job Description

The **Administrative Assistant 1** position is the principal administrative support position in the [Department of Periodontics and Endodontics](#), an academic department of 15 full-time faculty and 18 part-time faculty, involved with professional DDS and graduate programs, clinical operations and an active research program.

The Administrative Assistant 1 will:

- Provide secretarial and administrative support to the Chair, faculty students and staff of the department
- Provide assistance for clinic scheduling and coverage, maintain office systems, and manage all State, RF and UBF accounts
- Interact with a variety of customers, including faculty, staff, students and visitors to ensure smooth operation of department's academic, clinical and research programs, and answer inquiries

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- Process personnel appointment/reappointments for faculty on yearly basis, and lend support to search committee recruitment efforts, and prepare immigration paperwork as needed
- Organize meetings and events
- Serve as Office Manager and order office supplies
- Maintain records for all purchases and disbursements across multiple funding sources
- Maintain department inventory records and submit inventory reports
- Obtain reports, analyze and reconcile with departmental records
- Function with administrative independence, and supervise clerical support staff and work study students

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.

Contact Information

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

Contact

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