

Executive Assistant, Department of Surgery
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=228830>

Downloaded On: May. 16, 2024 5:57pm

Posted Jan. 15, 2024, set to expire Aug. 4, 2024

Job Title	Executive Assistant, Department of Surgery
Department	Surgery
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 15, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/47553
Apply By Email	
Job Description	

Position Summary

An exciting opportunity to provide a direct administrative support to the Chair of the [Department of Surgery](#) is available at the Jacobs School of Medicine and Biomedical Sciences.

As an Executive Assistant, you will:

- Provide liaison between the Director/Department Chair and the professional staff of institution with respect to departmental matters. Serve as the main point of contact for the Department Chair.
- Provide administrative support to the Department Chair.
- Handle a wide range of general office duties, including preparing reports, and compiling

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data.

- Assist in the planning and preparation of a department's or division's budget request. Prepare budgets for programming events and assist in account management in State, UBF and RF accounts. Maintain the office budget.
- Manage procurement and processing items from State, UBF, RF and Grant funds into the ShopBlue purchasing system.
- Develop presentations, promotional materials, marketing, and departmental newsletter materials
- Monitor faculty and professional appointments with respect to operative dates for contract renewal, permanent appointment.
- Provide staff support for human resource activities including onboarding for new employees
- Assist in the preparation and submission of grant applications
- Supervise student interns

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. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more 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

- A Bachelor's degree and experience providing administrative support

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- Excellent verbal and written communication skills. Ability to prepare effective presentation and promotional materials, and prepare briefing materials. Able to recognize sensitive information and maintain confidentiality.
- Proficient with Microsoft Office applications, including Outlook, Word, Excel and PowerPoint. A working knowledge of digital communication and social media tools, and desktop publishing software (e.g. Publisher).
- A combination of education and experience will be considered in lieu of the degree requirement.

Contact Information

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

Contact

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