

Office Coordinator, Computer Science and Engineering  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=228931>

Downloaded On: May. 16, 2024 4:16pm

Posted Jan. 16, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	Office Coordinator, Computer Science and Engineering
<b>Department</b>	Computer Science and Engineering
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Jan. 16, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/47566">https://www.ubjobs.buffalo.edu/postings/47566</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Summary

The [Department of Computer Science & Engineering \(CSE\)](#) is seeking an **Office Coordinator** to support the Director of Administration and ensure the effective functioning of manage the Department HR and office functions. The ideal candidate will have administrative experience and be team-oriented yet able to work independently. This position requires flexibility, efficiency, and the ability to multitask. CSE is a large and dynamic environment; we seek someone with experience working with diverse populations.

**Job duties include, but are not limited to:**

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**Human Resources:**

- Manage the faculty and staff appointment process, tracking appointments from the accepted offer through the appointment eptf. Provide assistance to new hires as they navigate UB's systems.
- Create all faculty promotion and tenure dossiers, including collection of external evaluator letters, handling of confidential information, developing evaluation summaries and adhering to SEAS and University standards.
- Manage all faculty reappointments, including Non-Tenure Track. This includes assembling the review materials, sending the final package to SEAS HR and tracking its progress through approval and processing. The incumbent will also manage the expedited renewal process for non-tenure track faculty, ensuring that required approvals are obtained and conveyed to the Dean's Office.
- In charge of all new faculty relocation reimbursements, in coordination with UB and SEAS financial staff.
- Responsible for initiating and tracking all affiliated and adjunct faculty appointments.
- Assist with student appointments, as needed.

**Guests/ Visitors/ Candidate visits:**

- Manage the faculty hiring process for candidates, including interview approvals, travel logistics, reimbursements and other assignments.
- Process Travel and Honoria for guests and visiting speakers, including hotels, reimbursements, and parking in accordance with SEAS and UB regulations.
- Other guest/ hiring support as needed.

**Concur Reimbursement Assistance:**

- Assist faculty and students with Concur questions and reports.
- Manage allocate expenses, and review for completeness before directing them to the Director of Administration (DoA) for final approval. This includes acquiring additional documentation as needed and communicating the status to faculty.
- Handle problems as needed.

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**Faculty Immigration and Visa Processing:**

- Manage all faculty immigration matters, including H-1B and permanent residency petitions, including communicating with faculty and managing confidential materials submitted in support of the petition(s).
- Track faculty status expiration to proactively get materials in on schedule.
- Process relevant disbursement requests and fees as needed, coordinating with SEAS financial support staff and the SEAS immigration manager.
- Independently manage and process all J1 visa applications.

**Departmental and front office Support:**

- Create handbooks and standard operating procedures documents for staff and faculty administrative roles. Update as necessary with input from the appropriate roles.
- Staff Liaison for various departmental committees, assisting with continuity management.
- Act as first point of contact for the department, representing the office in a cordial and professional manner.
- Manage all communications and day-to-day transactions on behalf of the department.

**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

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commitment, welcomes all to apply including veterans and individuals with disabilities.

**Minimum Qualifications**

- Bachelor's degree and 2 years administrative experience.

**Contact Information**

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

**Contact**

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