

Executive Assistant to the Vice President for Health  
Sciences, Dean  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=229236>

Downloaded On: May. 14, 2024 2:02pm

Posted Jan. 22, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	Executive Assistant to the Vice President for Health Sciences, Dean
<b>Department</b>	Jacobs School of Medicine and Biomedical Sciences
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Jan. 22, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/47670">https://www.ubjobs.buffalo.edu/postings/47670</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

The University at Buffalo seeks an **Executive Assistant to the Vice President for Health Sciences, Dean, Jacobs School of Medicine and Biomedical Sciences**, who will provide high-level support and confidential assistance to the Office of the Vice President and Dean. This position will utilize tact and diplomacy to respond to occasional high pressure or difficult situations. Tasks assigned to this position may include:

- Logistics and information management including: managing a complicated and extensive travel schedule, both domestic and international; managing a complex and dynamic

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executive calendar, day-to-day logistics, acting as point person for the VPHS/Dean's Office, and extensive and detailed preparation for meetings including agendas.

- Meeting and event assistance and administrative support including: scheduling, planning, budgeting and communicating with internal and external partners.
- Financial administrative support including: administering concur travel reimbursements, monthly reconciliation and reimbursement processes.
- Initiating and coordinating logistics around meetings for the Vice President/Dean and other senior leadership and providing staffing assistance to those meetings as needed. This includes but is not limited to overseeing preparation and distribution of materials for the Leadership Team, as well as standing and all staff meetings.

This position is expected to manage competing priorities, displaying flexibility and initiative, work with a diverse constituency, including clinical and community partners, and work with a great deal of autonomy. The professional obligation for this position will require you to occasionally work outside of normal business hours, including some evenings and limited weekends.

### **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**

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- Bachelor's degree with 2 years of experience. A combination of education and experience will be considered in lieu of the degree requirement.
- The incumbent must demonstrate the ability to take ownership of assigned functions and make independent decisions related to tasks assigned by supervisor using established policies and procedures.
- The incumbent must be a problem-solver and able to use standard guidelines, policies, and procedures to guide efforts and to provide input, direction, and advice to others.
- Effective written and verbal and communication skills are critical to the position.
- Demonstrated and strong organizational skills, ability to multi-task, ability to anticipate and resolve problems and prioritize the work assigned to them.
- Strong technical skills and ability to learn new systems and platforms, including proficiency in all areas of Microsoft Office.

Preferred Qualifications

Understanding and proficiency with University systems including Concur.

**Contact Information**

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

**Contact**

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