

Department Administrator, School of Management
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=229589>

Downloaded On: May. 9, 2024 3:15am

Posted Jan. 26, 2024, set to expire Aug. 4, 2024

Job Title	Department Administrator, School of Management
Department	MGT Administration Operations
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 26, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Other Administrative Categories
Academic Field(s)	Human Resources Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/47768
Apply By Email	
Job Description	

Position Summary

The **School of Management** has an exciting opportunity to join our team as a Department Administrator. In this role, you will be responsible for the coordination and management of academic administrative activities. This position requires strong organizational skills, initiative, adaptability, excellent follow through and the ability to work with diverse population at all levels of the organization. Additionally, a demonstrated commitment to working collaboratively and efficiently will contribute to the success of this position.

Responsibilities include but are not limited to:

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- Faculty recruitment activities
- Support of tenure reviews and promotions
- Tracking expenditures and budgets
- Supervision of other department support staff and student employees
- Planning and coordination of department events
- Support of department spaces
- Instructional support assignments

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

- Bachelor's degree with 2 years of experience **or** master's degree or professional certification with no experience.

Preferred Qualifications

- A minimum of 2 years of supervisory and administrative experience (with significant independent responsibility).

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- Experience with UB systems strongly preferred.

Contact Information

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

Contact

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