

University Police Staff Assistant  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=230253>

Downloaded On: May. 9, 2024 5:09am

Posted Feb. 6, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	University Police Staff Assistant
<b>Department</b>	University Police
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Feb. 6, 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>	Public Safety
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/47947">https://www.ubjobs.buffalo.edu/postings/47947</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

The University at Buffalo is searching for a Staff Assistant to provide daily administrative management support for the [University Police Department](#). The Staff Assistant will perform functions including, but not limited to:

- Serves as an Executive Assistant to the Chief, Deputy Chiefs, and HR & Business Manager.
- Supervision of University Police Lost & Found, including assistance with answering the non-emergency phone line and quarterly audits.
- Assist in monitoring and tracking of OTPS and PSR expenditures, creating and reconciling electronic personnel and requisition transactions.

University Police Staff Assistant  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=230253>

Downloaded On: May. 9, 2024 5:09am

Posted Feb. 6, 2024, set to expire Aug. 4, 2024

- Responsible for the daily coordination of scheduling and overtime tracking and accruals, including processing biweekly timesheets.
- Coordinate the distribution and tabulation of departments customer satisfaction surveys.
- Compiles information in accordance with policies of accrediting agencies.
- Provides administrative support to the Criminal Investigation Division.

### **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.

### **Minimum Qualifications**

- Associates degree required with 3 years of professional work experience.
- Demonstrated proficiency in Microsoft office suite.
- Ability to multi-task.
- Strong written/oral communication skills.

### **Contact Information**

University Police Staff Assistant  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=230253>

Downloaded On: May. 9, 2024 5:09am

Posted Feb. 6, 2024, set to expire Aug. 4, 2024

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

**Contact**

,