

Office Assistant 2, Pediatric and Community Dentistry
University at Buffalo, The State University of New York

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Posted Feb. 28, 2024, set to expire Aug. 4, 2024

Job Title	Office Assistant 2, Pediatric and Community Dentistry
Department	Department of Pediatric and Community Dentistry
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Feb. 28, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/48401

Apply By Email

Job Description

At the [University at Buffalo's School of Dental Medicine](#), the future is now. With a rich history and a promising future, the UB School of Dental Medicine plays a critical role in advancing oral health in Buffalo and around the world. Our patients have access to specialists in every aspect of oral health care and UB Dental is the only facility in Western New York to have every oral specialty in one place.

The School of Dental Medicine is seeking a full-time **Office Assistant 2** who will provide administrative support to the Pediatric and Community Dentistry department. The incumbent will have the following key duties:

- Serve as the Training Program Administrator for the Pediatric Dentistry Residency Program.
- Provide administrative support to the department, which includes answering telephones, greeting guests, distributing mail, ordering supplies, maintaining department records, files and financial

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accounts.

- Assist department course directors with preparation of exams, collect students' assignments, enter grades into a database, assist with preparation of students rotation schedules.

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.

Contact Information

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

Contact

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