

Divisional Administrator, Clinical and Translational
Therapeutics
University at Buffalo, The State University of New York

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Downloaded On: May. 13, 2024 8:26am

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

Job Title	Divisional Administrator, Clinical and Translational Therapeutics
Department	Pharmacy
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	Professional Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/48808
Apply By Email	
Job Description	

Position Summary

The [University at Buffalo \(UB\) Department of Pharmacy Practice](#) is seeking a staff person to serve in the position of **Divisional Administrator**. They should be self-directed professional who will perform tasks and responsibilities aimed at maximizing the effectiveness of the Division of Clinical and Translational Therapeutics (CTT). The ideal candidate is one who: is energetic, enthusiastic, and positive in his/her approach to work; has outstanding verbal/written communication skills and works effectively with others; is organized and detail-oriented; demonstrates problem-solving skills and an ability to reach conclusions independently; and can set goals, prioritize, multi-task, and use time effectively.

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Job Duties:

- Provide high level administrative support to the newly established Division of CTT.
- Coordinate and support the lab and office space of the division including coordinating with the SPPS Facilities manager, providing support for purchasing and provide space recommendations to leadership.
- Provide administrative support for project management within 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 Department

The School of Pharmacy and Pharmaceutical Sciences at UB (SPPS) is ranked among the top pharmacy schools in the United States. It was founded in 1886, is the second-oldest component of UB, and is the only fully accredited pharmacy school in the State University of New York (SUNY) system. The mission of the Department of Pharmacy Practice at UB is to serve the global community through leadership in research, clinical care, and teaching of the practice of pharmacy. The SPPS encourages work-life balance and is committed to fostering and maintaining a diverse work culture that respects the rights and dignity of each individual.

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.
- Ability to take ownership and make independent decisions using established policies and procedures.
- Strong written and verbal communication skills.
- Demonstrated organizational, multitasking, problem-solving, and prioritization abilities.

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Preferred Qualifications

- Graduate degree in health sciences.
- Experience supervising a team of individuals.

Contact Information

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

Contact

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