

Human Resources Assistant  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=231900>

Downloaded On: May. 12, 2024 8:43am

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

<b>Job Title</b>	Human Resources Assistant
<b>Department</b>	MGT Administration Operations
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Feb. 28, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Human Resources
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/48682">https://www.ubjobs.buffalo.edu/postings/48682</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

#### Position Summary

[The School of Management](#) is seeking a Human Resources Assistant to support the hiring and onboarding process for all temporary appointments. This role will be a key contributor, providing outstanding customer service to students, adjunct faculty, and internal stakeholders. The strongest candidates will enjoy interacting with a diverse group of professionals, be a problem solver, be detail-oriented, and enjoy working within a cohesive and mutually supportive team. Specifically, you will be responsible for:

- Coordinate the student and adjunct faculty hiring and onboarding process from start to finish, ensuring compliance with applicable laws, union agreements, SUNY policy, etc.

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- Partner with School of Management leaders to ensure appropriate staffing levels as it relates to temporary appointments
- Act as HR liaison for the School of Management with other university departments, including but not limited to: Human Resources, Payroll, Benefits and UB Immigration Services.
- Maintain accurate electronic filing system for all personnel documents, including appropriate storage of sensitive and category 1 data.
- Accurately input and update employee information into the HR database system, ensuring compliance with record-keeping policies and procedures.
- Provide general administrative support to the Finance and Administration Department.
- Perform routine audits/reconciliation to ensure recordkeeping is accurate and up-to-date in all systems.
- Assist with special projects and initiatives.

### **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**

Associate degree with 2 years of experience **or** bachelor's degree with 1 year of experience.

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**Preferred Qualifications**

A Bachelor's Degree and two years of responsible work experience.

Specialized experience (e.g., familiarity with computer software packages) will be required as necessary.

Proficient in Microsoft Office Suite of products.

Strong organizational and time-management skills with a keen attention to detail.

Excellent verbal and written communication skills.

Ability to maintain confidentiality and handle sensitive information with discretion.

Team player with a positive attitude and a willingness to learn.

**Contact Information**

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

**Contact**

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