

Internal Audit Administrator  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=233448>

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Posted Mar. 25, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	Internal Audit Administrator
<b>Department</b>	Internal Audit
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Mar. 25, 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>	Fiscal Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/49294">https://www.ubjobs.buffalo.edu/postings/49294</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

The [Department of Internal Audit](#) at the University at Buffalo is seeking a full-time **Internal Audit Administrator** to provide departmental coverage on all aspects of the department and report directly to the Director of Internal Audit. In this position you will be responsible for:

- Provide direct support to Director of Internal Audit
- Support department administration
- Work on Audit Activities
- Communication and Reporting for the unit
- Oversee HR and budget items to include Travel

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In addition, this person will participate in training opportunities, and serve on various committees, as well as, conduct special projects as deemed necessary by their supervisor.

### **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**

- Bachelor's degree
- Proficient in Microsoft Office
- Strong problem solving skills
- Excellent written and verbal communication skills

### **Preferred Qualifications**

- A growth mindset who takes an interest in projects and programs in order to better understand and anticipate team needs
- Independent and thoughtful worker
- Comprehends UB and higher education culture
- Discrete and respects confidentiality
- Anticipates workload/projects and responds proactively

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- Detail orientated

### **Contact Information**

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

### **Contact**

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