

**Employment Opportunity**  
**University at Buffalo Libraries**  
**Executive Assistant (Professional Position)**

The University at Buffalo Libraries seek an articulate, dynamic, detail-oriented professional to provide executive support to the Office of the Vice Provost including direct support to the Vice Provost for University Libraries (VPUL). As a highly visible staff member in the Office of the Vice Provost, the Executive Assistant serves as a primary liaison with all parts of the libraries, the university and a wide range of individuals including staff from the offices of the president, provost, deans, vice presidents, vice provosts, and faculty throughout the units. The successful candidate will exercise sound and independent judgement in support of the Vice Provost; build strong and cooperative relationships with the University community; perform tasks and responsibilities that maximize the effectiveness of the Vice Provost; and independently manage the day-to-day workflow and projects within the Office of the Vice Provost.

As the Executive Assistant to the Vice Provost for University Libraries, your key responsibilities will include:

- Performing complex, varied and confidential administrative functions in support of the VPUL.
- Prioritizing and addressing activities of the office and working as a liaison between the VPUL and Libraries personnel and between the VPUL and individuals from the university's administrative offices and diverse groups of external constituents.
- Providing administrative support to the Finance, Facilities and Human Resources Departments which may include distributing mail, filing documents, monitoring the status of work orders, and processing and reconciling transactions for the Office of the VPUL.
- Assisting in the coordination, implementation, and completion of projects established by the VPUL and the Office of the VPUL, maintaining project plans that track tasks and milestone dates.

The position requires strong organizational, written and oral communication, and time management skills; attention to detail; the ability to work independently and to prioritize workload; an informed awareness of the university, in particular, the University Libraries; and a high level of commitment to customer service. The individual must be skilled and experienced in dealing with sensitive and highly confidential information, have a proactive nature, and be able to work independently in meeting office objectives under the general direction of the leadership.

**Minimum Qualifications:**

- An associate's degree with three years of relevant experience or a bachelor's degree;
- Experience with video conferencing applications such as Zoom;
- Strong interpersonal communication skills, including verbal and written, active listening and critical thinking;
- Demonstrated commitment to diversity, equity, and inclusion in higher education with the ability to support and enhance a diverse learning and working environment;
- Able to communicate clearly and respectfully with diverse populations including faculty, senior leadership, staff, students, alumni and guests;
- Possess high attention to detail and display accuracy in all areas of responsibility;
- Able to handle restricted and sensitive information in accordance with library and university policies and maintain confidentiality at all times;
- Possess a strong sense of accountability and be self-motivated. Must be able to work independently with minimal direction and exhibit good judgment;

- Able to prioritize workload and complete multiple projects simultaneously within expected deadlines;
- Possess and display a high-level of customer service to all constituents;
- Able and committed to learning new skills as needed;
- Possess excellent organizational skills and the ability to manage an actively changing and complex calendar including the coordination of appointments with internal and external constituents.

### **Preferred Qualifications:**

- A bachelor's degree;
- Experience using Microsoft Teams;
- Experience using social media platforms;
- Experience with event planning;
- Experience providing executive support in a fast-paced environment;
- Experience with University at Buffalo policies, procedures, administrative systems.

*The University at Buffalo is an equal opportunity, affirmative action employer, and is committed to providing employment opportunities to minorities, women, veterans, disabled individuals, and other protected groups in order to build a culturally diverse and pluralistic University community.*

### **To Apply:**

To be considered for this position, applicants must apply via the UBJobs Web site. At the time of hire, applicants must be authorized to work in the United States on a full-time basis for a period of at least two years. Your cover letter should address your qualifications as they pertain to the minimum number of years of experience and type of relevant work experience listed in the minimum qualifications of the position. We are currently reviewing applications and anticipate filling this position by **June 2021**. References will be contacted with advance notice.

### **The University at Buffalo**

A flagship institution in the State University of New York system and a member of the Association of American Universities, UB is the largest and most comprehensive campus in the 64-campus SUNY system. UB offers more than 400 academic programs – the largest menu of academic choices in New York State. UB provides students access to a rich variety of multicultural experiences and environments, both on campus and through our 80-plus study abroad programs. Our environmental programs, research centers, and institutes address local and global challenges and work to create a better tomorrow through sustainability. UB is among the top 10 colleges in the country for renewable energy use and in 2019, ranked No. 3 in climate action among 250 institutions worldwide. Our research, creative activity, and people positively impact the world.

**Land acknowledgement:** The University at Buffalo operates on the territory of the Seneca Nation, a member of the Haudenosaunee/Six Nations Confederacy. This territory is covered by The Dish with One Spoon Treaty of Peace and Friendship, a pledge to peaceably share and care for the resources around the Great Lakes. It is also covered by the 1794 Treaty of Canandaigua, between the United States Government and the Six Nations Confederacy, which further affirmed Haudenosaunee land rights and sovereignty in the State of New York. Today, this region is still the home to the Haudenosaunee people, and we are grateful for the opportunity to live, work, and share ideas in this territory.

### **The University Libraries**

As the largest academic research library in the SUNY system, the University Libraries offer an outstanding array

of information resources, technologies, services and people to support academic achievement. The Libraries play a vital role in the academic success of our students, the teaching and research of our faculty, and the intellectual pursuits of our alumni and community members. Our broad selection of digital and print resources, innovative services, and expert staff support scholarly and creative achievements in new and exciting ways.

### **The Buffalo Niagara Region**

The Buffalo Niagara region is a major metropolitan area with diverse communities and outstanding assets. Listed in U.S. News & World Report's *25 Best Affordable Places to Live in the U.S. in 2019*, Buffalo is on the rise and UB is proud to play an active part in its resurgence. Buffalo offers the amenities of a major urban area without the headaches. Friendly folks, quick commutes, charming neighborhoods and a low cost of living are among the benefits of life in the region. Three international bridges connect the Buffalo Niagara region to Canada. Travel to the cosmopolitan city of Toronto is only 90 minutes by car. By air, we are less than an hour to New York City, Philadelphia and Washington, D.C.