

Associate Director for Procurement and Business  
Operations, Jacobs School of Medicine and Biomedical  
Sciences  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=235743>

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Posted May 8, 2024, set to expire Sep. 7, 2024

**Job Title** Associate Director for Procurement and Business  
Operations, Jacobs School of Medicine and  
Biomedical Sciences

**Department** Jacobs School of Medicine and Biomedical Sciences

**Institution** University at Buffalo, The State University of New  
York  
Buffalo, New York

**Date Posted** May 8, 2024

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director

**Academic Field(s)** Administration - General

**Job Website** <https://www.ubjobs.buffalo.edu/postings/49974>

**Apply By Email**

**Job Description**

### Position Summary

The Vice President for Health Sciences (VPHS) and [Jacobs School of Medicine and Biomedical Sciences](#) is looking for an **Associate Director for Procurement and Business Operations** who works under the strategic leadership of the Assistant Dean, Senior Director for Finance and Administration to provide oversight of reimbursement and procurement for the Jacobs School, including management of the centralized business operations across the Dean's Office administrative units. The Associate Director for Procurement and Business Operations is an exciting leadership opportunity and will also be responsible for the creation and maintenance of the finance standard operating procedures and training program for the Jacobs School, a large unit with 26 academic departments, 16 administrative units and support services offices and 17 affiliated clinical practice

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plans. The successful candidate will be analytical and have strong communication skills. They must be highly organized and detail oriented, with the ability to manage multiple priorities, and strategic initiatives from end to end including big picture planning with the ability to meet key milestones and project deadlines.

In this role, you will serve as a key strategic partner in the management of finance activities and operational excellence initiatives for the Jacobs School.

Under the direction of the Assistant Dean, Senior Director for Finance and Administration, you will:

- Direct management of centralized procurement and business operations workflow for 16 administrative units in the Jacobs School.
- Management of reimbursement and procurement guidelines and practices for the Jacobs School. This includes but not limited to Concur, ShopBlue, Procurement Card, Business Accounts, Human Subject Payments, independent contractor payments, eReq, disbursement request and letters of exception.
- Provide assistance, guidance and training to department and unit administrators regarding the clarification of policies, procedures, practices, state laws and regulations. Handle all escalated transactions.
- Work cooperatively with the finance team, department faculty and staff to enhance efficiency and effectiveness of administrative procedures and proactively identifying areas for improvement.
- Promote a culture of compliance and utilization of best practice documentation for transactions.
- Collaborate with academic department and administrative unit leadership to develop uniform processes, procedures, and documentation requirements.
- Provide planning support to faculty and staff when dealing with complex situations to determine available options within the current policies, state laws and regulations.
- Develop a standard operating procedures and documentation library for the Jacobs School.
- Create, maintain and deliver a robust training program to onboard and assist Department Administrators and administrative support staff. This will require training sessions to include reimbursement and procurement policies and procedures, HR and personnel management, scholarship administration, and other department administrator responsibilities.
- Supervision of staff in the Jacobs School Office of Finance responsible for centralized procurement workflow management.

### **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

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mix of work, personal and academic pursuit – all to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

### **About the Jacobs School of Medicine and Biomedical Sciences**

Established in 1846, the Jacobs School of Medicine and Biomedical Sciences (Jacobs School) is a research-intensive institution that seeks to advance research and discovery to improve health for all. Our multidisciplinary research advances basic and clinical science; we translate those discoveries into clinical care that improves health in our communities. With our eyes on the future, we are increasing the number of students and trainees who pursue careers in research, biomedical science, and academic medicine.

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 3 years experience or Master's Degree with 1 year Experience
- Excellent oral/written communication and interpersonal skills required.
- Must demonstrate adaptability and problem-solving skills.
- Must be customer-service focused and able to respond to stressful situations with diplomacy and tact.
- Must demonstrate ability to exercise discretion and maintain confidentiality in carrying out responsibilities.
- Must be able to manage competing priorities and demonstrate a commitment to learning new skills as needed.
- Possess a strong sense of accountability and be self-motivated.
- Experience utilizing Procurement cards or completing Procurement card monthly reconciliations.
- Strong interpersonal communication skills with the ability to communicate clearly and respectfully with diverse populations including faculty, senior leadership and staff.
- Ability to stay updated on, interpret, and apply procurement and travel policy across State, UBF, and RF funding sources.
- Demonstrated computer skills with MS Office.

### **The following are key competencies necessary of the role:**

- Ability to manage competing priorities

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- Problem solving
- Attention to detail
- Maintain high degree of confidentiality and good judgment.
- Intellectually curious
- Exceptional interpersonal skills

### **Preferred Qualifications**

- Degree with a concentration in business or related financial management area.
- Experience with UB travel, reimbursement and procurement processes and systems such as ShopBlue, Concur, and eReq. AcademicWorks scholarship administration portal.
- Experience with departmental budgets and using excel and financial reporting systems to manage budgets (SIRI).
- Supervisory, administrative, and financial management experience and proficiency.
- Higher education experience in a research University environment.
- Experience with SUNY policies and operations, preferably UB.

### **Contact Information**

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

### **Contact**

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