

Office Assistant 2 (Calculations), Student Response  
Center - Capen  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=221893>

Downloaded On: May. 9, 2024 12:32am

Posted Sep. 22, 2023, set to expire Aug. 4, 2024

<b>Job Title</b>	Office Assistant 2 (Calculations), Student Response Center - Capen
<b>Department</b>	Student Response Center - Capen
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Sep. 22, 2023
<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>	Administrative Support/Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/45433">https://www.ubjobs.buffalo.edu/postings/45433</a>

**Apply By Email**

**Job Description**

The [Department of Enrollment Management](#) is seeking an **Office Assistant 2 (Calculations)**. This is a customer service oriented position and requires the incumbent to provide excellent customer service to students, faculty and staff.

**Your responsibilities will include the following, but not be limited to:**

- research student financial aid, student accounts and records and registration issues.
- provide customer service to our students either in person or through email.
- Collaborate with other departments in order to help the students with their questions
- Distribute daily mail
- Processing of relevant forms, checking for completeness and accuracy
- Serve on various committees as needed

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- Attend ongoing training sponsored by enrollment 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 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.

### **Contact Information**

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

### **Contact**

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