

Facilities Management Assistant, Law School  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=224436>

Downloaded On: May. 8, 2024 7:40pm

Posted Oct. 25, 2023, set to expire Aug. 4, 2024

<b>Job Title</b>	Facilities Management Assistant, Law School
<b>Department</b>	Law School
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Oct. 25, 2023
<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>	Facilities/Maintenance/Transportation
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/46109">https://www.ubjobs.buffalo.edu/postings/46109</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

The University at Buffalo [School of Law](#) is seeking a **Facilities Management Assistant**.

The Facilities Management Assistant will be expected to:

- Assist the Chief Operating Officer in the coordination of general facility operation and support
- Set up classrooms and space for instruction and events
- Serve as point person for asset management team to track department inventory
- Assist with developing space update plans and cost estimates
- Travel to offsite vendors and event locations

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- Act as a liaison between the SOL, UB Facilities and other individuals
- Monitor regulatory developments as it applies to Facilities Operations

*The University at Buffalo [School of Law](#) — the only law school in the State University of New York system — is situated on the flagship campus of a world-class research intensive public university, the largest in the northeastern United States. 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.*

### **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**

Associates degree with 2 years of experience or bachelor's degree. Equivalent combination of education and/or experience may be substituted for the degree.

### **Contact Information**

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

**Contact**

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