

Office Assistant 3 (Calculations), Financial Aid  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=224837>

Downloaded On: May. 9, 2024 7:31am

Posted Nov. 1, 2023, set to expire Aug. 4, 2024

|                             |                                                                                                           |
|-----------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>            | Office Assistant 3 (Calculations), Financial Aid                                                          |
| <b>Department</b>           | Financial Aid                                                                                             |
| <b>Institution</b>          | University at Buffalo, The State University of New York<br>Buffalo, New York                              |
| <b>Date Posted</b>          | Nov. 1, 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>    | Financial Aid<br>Administrative Support/Services                                                          |
| <b>Job Website</b>          | <a href="https://www.ubjobs.buffalo.edu/postings/46267">https://www.ubjobs.buffalo.edu/postings/46267</a> |

**Apply By Email**

**Job Description**

The [Financial Aid Office](#) is seeking a high-energy candidate to fill the Office Assistant 3 (Calculations) position. As an Office Assistant 3 (Calculations) You will ensure that supporting staff have appropriate resources, are properly trained, and perform high quality work that meets all applicable standards. You will be expected to function with limited supervision for routine situations in this position.

Key accountability and responsibilities:

- Supervision and oversight of the customer service and operations staff.
- Work on assignments that are moderately difficult, requiring judgment in resolving issues or in making recommendations.
- Financial Aid: certify, package and repackage student loans, reconciliation of data.

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- Budget: spreadsheet preparation, expenditure processing and reconciliation.
- Document preparation: Receive, screen, review, and verify documents, forms, applications and other documents for completeness, content, and accuracy to go along with approved spending.
- Purchasing: purchasing of supplies, computer inventory, reconciliation of travel and work order submissions to ensure that budgeted lines are not being overspent.

### **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) 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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