

Office Assistant 2 - Provisional Pool
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=226403>

Downloaded On: May. 9, 2024 10:38am

Posted Nov. 29, 2023, set to expire Aug. 4, 2024

Job Title	Office Assistant 2 - Provisional Pool
Department	The University at Buffalo
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 29, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/46725

Apply By Email

Job Description

As an **Office Assistant 2**, you would perform clerical and office support work, including processing transactions and maintaining records, in a variety of organizational settings, to meet the requirements of agency programs.

Your tasks may include:

- Design clerical processing procedures.
- Gather, compile, and prepare data from manual or automated files and other sources for various reports, publications, records, or other external or internal communications.
- Respond to questions concerning the operation of the unit or program area.
- Write responses to correspondence.
- Resolve work problems.
- Review forms and applications and make appropriate determinations.

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- Coordinate arrangements for meetings, courses, and other gatherings arrange for rooms, take attendance, and insure that appropriate materials and equipment are available.

The University at Buffalo is accepting applications in a continuous recruitment effort to fill current and future full-time Office Assistant 1 positions. Applicants are contacted on an as-needed basis. Campus and department may vary depending on the assignment.

This is a pooled posting; positions are filled on an as needed basis.

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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