

Office Assistant 1, Counseling Services
University at Buffalo, The State University of New York

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Posted Mar. 4, 2024, set to expire Aug. 4, 2024

Job Title	Office Assistant 1, Counseling Services
Department	Counseling Services
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Mar. 4, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Counseling Services Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/48610

Apply By Email

Job Description

The Division of Student Life is accepting applications for the **Office Assistant 1** position within [Counseling Services](#). In this role, you will perform office support and clerical functions to support the needs of the unit.

As an Office Assistant 1, your responsibilities include:

- Serve as the main customer service representative for the office
- Greet and schedule clients
- Provide information about the unit to callers and visitors; direct inquiries appropriately
- Work collaboratively with clinic administrators, mental health providers, graduate-level trainees and student assistants

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- Perform clerical duties, assist with daily office operations and train student assistants

The successful candidate will have computer skills, the ability to think critically to solve problems, and strong communication skills. They are able to handle all information with a high level of confidentiality and can provide helpful and courteous service to students, staff, parents, and other members of the University community.

Our team recognizes the advantages diverse perspectives and backgrounds bring to the workplace. We are particularly interested in candidates who share this value and will work to achieve the university's goals of inclusive excellence.

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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