

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

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Posted Mar. 6, 2019, set to expire Jul. 6, 2019

Job Title	Office Assistant 1
Department	Counseling Services
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Mar. 6, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Counseling Services Administrative Support/Services
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Job Description

Counseling Services is seeking an Office Assistant 1 to greet and schedule clients and provide information about Counseling Services to callers and visitors or direct inquiries to the appropriate person. This position will require you to work collaboratively with clinic administrators, mental health providers, graduate level trainees and student assistants. The ability to handle all information with a high level of confidentiality and the ability to provide helpful and courteous service to students, staff, parents, and other members of the University community are paramount. In addition to reception duties, you will:

- perform clerical duties
- assist with daily office operations
- assist with the training and supervision of student assistants

The University at Buffalo is SUNY's most comprehensive public research university, and an

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outstanding place to work. UB amplifies ambition for faculty and staff by offering endless possibilities to achieve more. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. Dedicated staff and engaged faculty collaborate to further knowledge and understanding, and develop tenacious graduates who are valued for their talents and their impact on global society. Visit our website to learn more about the <http://buffalo.edu/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