

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

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Downloaded On: Jun. 19, 2019 5:44am

Posted Apr. 15, 2019, set to expire Aug. 15, 2019

<b>Job Title</b>	Office Assistant 1 (Keyboarding)
<b>Department</b>	English
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Apr. 15, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Administrative Support/Services
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**Job Description**

The Department of English in the College of Arts and Sciences at the University at Buffalo is seeking an Office Assistant 1. This is a customer service oriented position and requires the incumbent to provide excellent customer service to various populations for the department's main office.

The primary responsibility will include (but are not limited to):

- You will function as an office assistant to the department at large, in completing required responsibilities and operations as the principal front-line contact for the department main office.
- You will organize daily mail distribution and distribute bi-weekly department payroll checks.
- You will provide main office reception and occasional delivery services. Responsible for maintaining departmental equipment and coordinating maintenance and repairs. You will also order general office supplies.
- Provide clerical support to the Chair, Assist to the chair and department upon request, while

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upholding confidentiality. Maintain department files in accordance with university guidelines for record keeping standards.

- You will assist with processing of expense reimbursements and payment requests funded by UBF, State, IFR, RF Accounts.
- You will serve as the Central Travel Account contact, which consists of booking travel arrangements for guests.

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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