

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

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Posted Dec. 13, 2019, set to expire Apr. 13, 2020

<b>Job Title</b>	Office Assistant 2
<b>Department</b>	Mathematics
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Dec. 13, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Other Administrative Categories
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Apply Online Here</b>	<a href="http://www.ubjobs.buffalo.edu/postings/22946">http://www.ubjobs.buffalo.edu/postings/22946</a>

**Apply By Email**

**Job Description**

**Position Summary**

The Mathematics Department in the College of Arts and Sciences at the University at Buffalo is seeking an Office Assistant 2. This is a integral administrative role supporting this mission of the department. It is also a customer service oriented position and requires the incumbent to provide excellent customer service to various populations.

The critical administrative tasks include but are not limited to:

- You will serve as the primary administrator of the department's main office. This includes greeting customers and answering phones.
- You will hire, train and supervise work study students in the main office.
- You will coordinate all department textbook ordering to include functioning as the department liaison between the book publishers and current faculty.
- You will assist the Associate Chair with TA and GA assignments each semester
- You will manage the departments copier contracts, service calls and meter readings

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- You will maintain the departments google calendars along with conference room calendars
- 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.

#### Departmental Operating Needs

##### Minimum Qualifications

1. Transfer Eligibility Requirement: You must have a current permanent appointment with a minimum of 1 year of service in a position of the same title or transferable title.
2. Reassignment Requirement: You must hold the same title at the University at Buffalo.
3. Reinstatement Requirement: You must be a former state employee to request reinstatement to the title that was held (or a transferable title).

ALL APPLICANTS MUST MEET AT LEAST ONE OF THE ABOVE REQUIREMENTS. ANY APPLICATIONS RECEIVED THAT DO NOT MEET AT LEAST ONE OF THE ABOVE REQUIREMENTS WILL BE CONSIDERED UNQUALIFIED AND WILL BE DISCARDED.

A completed application is required to be considered for this position. If you have received a canvass letter, DO NOT APPLY for this position. you must apply to the web address provided on your canvass letter.

#### Preferred Qualifications

Experience with Microsoft Office (Word, Excel, Outlook) preferred. Familiarity with University systems: SIRI, UBLeads, and HUB. Incumbent should be self-directed, customer service oriented, possess excellent communication and computer skills, and maintain professionalism and confidentiality.

#### Physical Demands

Salary Range \$36,772

Work Days Monday - Friday

Work Hours

Monday – Friday

8:30 a.m. – 5:00 p.m.

Type Full-Time

Campus North Campus

Posting Alerts

Special Instructions Summary

Additional Information

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to

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ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor's Office of Employee Relations at (518) 474-6988 or via email at [info@goer.ny.gov](mailto:info@goer.ny.gov).

Contact Information

Contact's Name Nicole Hayden

Contact's Title HR Specialist

Contact's Email [nhayden@buffalo.edu](mailto:nhayden@buffalo.edu)

Contact's Phone 716-645-2711

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**