

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

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Posted Jan. 15, 2020, set to expire May 16, 2020

Job Title	Administrative Assistant 1
Department	Center for the Arts
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 15, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
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Job Description

This position will serve as an Administrative Assistant 1 in the Center for the Arts at the University at Buffalo in the College of Arts and Sciences. This is a customer service oriented position and requires the incumbent to provide excellent customer service to various populations.

Duties will include (but are not limited to):

- You will handle all administrative functions in the office, including processing personnel transactions, monitor and order supplies, manage copier usage and request maintenance as needed, and maintain the CFA's contact database.
- You will make decisions on how to answer questions, make referrals to other offices, and provide other office services with limited supervision.
- You will interact with faculty, staff, administrators, students, and the the general public.
- You will manage the Executive Director's calendar and work study schedules.



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Salary will be calculated at the time of appointment by the Office of the State Comptroller based on civil service employment status.

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