

Operations Assistant, Health Services
University at Buffalo, The State University of New York

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Downloaded On: May. 30, 2023 11:19am

Posted Oct. 28, 2022, set to expire Aug. 4, 2023

Job Title	Operations Assistant, Health Services
Department	Health Services
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 28, 2022
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Health Services
Job Website	https://www.ubjobs.buffalo.edu/postings/38520
Apply By Email	
Job Description	

Position Summary

The Division of [Student Life](#) is accepting applications for the **Operations Assistant** position within Student Health Services. In this role, you will coordinate the personnel, business, and administrative functions of the unit. Your responsibilities include:

- Contribute to the preparation of Health Services' annual budget request and monitor ongoing financial status
- Collaborate with Student Life Human Resources to coordinate the personnel aspects of the unit
- Lead maintenance, facilities and other technical projects
- Provide liaison between the Director, employees of the unit and University with respect to

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- administrative matters
- Coordinate assessment research, data analysis and reporting efforts
- Make process improvement recommendations and implement solutions to identified problems

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 Student Life

As a member of Student Life, you will join service professionals, all driven by one shared set of values designed to help ensure students' well-being, create a safe and supportive environment and promote student success. In Student Life, growth is a shared passion. We aim for excellence, thinking big and going bold. We pursue our goals tenaciously while stewarding the student experience. We build communities and advance diversity in all forms. We encourage discovery and celebrate success.

About The University at Buffalo

The University at Buffalo (UB) 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.

Minimum Qualifications

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- Associate degree with 2 years of relevant experience **or** bachelor's degree
- Excellent interpersonal, communication, analytical, project management and organizational skills
- Demonstrated ability to work effectively, both independently and collaboratively, in a multidisciplinary environment

Preferred Qualifications

- Bachelor's Degree in business, health administration or related field

Contact Information

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

Contact

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