

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

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Downloaded On: Mar. 23, 2023 5:11am

Posted Oct. 31, 2022, set to expire Aug. 4, 2023

<b>Job Title</b>	Administrative Assistant 1, Psychology
<b>Department</b>	Psychology
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Oct. 31, 2022
<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
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/38558">https://www.ubjobs.buffalo.edu/postings/38558</a>

**Apply By Email**

**Job Description**

The [Department of Psychology](#) in the College of Arts and Sciences at the University at Buffalo is seeking an **Administrative Assistant 1**. 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 and emails.
- You will hire, train and supervise work study students in the main office.
- You will manage the departments copier contracts, service calls and meter readings.
- You will maintain the departments calendars along with conference room calendars.
- You will provide support to the Department Chair staff, and faculty with course scheduling.

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**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 benefits packages.

**About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo 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.

**Contact Information**

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

**Contact**