

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

Direct Link: <https://www.AcademicKeys.com/r?job=222015>

Downloaded On: Jul. 26, 2024 7:26pm

Posted Sep. 25, 2023, set to expire Aug. 4, 2024

<b>Job Title</b>	Office Assistant 1 (Keyboarding)
<b>Department</b>	Office of Admissions
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Sep. 25, 2023
<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/45475">https://www.ubjobs.buffalo.edu/postings/45475</a>

**Apply By Email**

**Job Description**

In our Admissions office, you will be responsible for:

- Screen electronic academic documents to verify for accuracy and completeness.
- Receive and maintain electronic academic information by scanning, linking and consolidating records within the student information systems.
- Match uploaded electronically received test scores with incoming electronic transcripts and data entry of test scores for counselor review.
- Open, sort and date stamp incoming print and electronic mail. Distribute electronically as appropriate.
- Electronically process major changes for freshman applicants within the CRM.
- Heavy data entry of college credit into student information systems.
- Assist staff with special projects, mailings, electronic filing and other keyboarding duties as assigned.

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- Follow-up with applicants who are missing required documentation in order to complete application.

### **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 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**