

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

Direct Link: <https://www.AcademicKeys.com/r?job=228206>

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Posted Dec. 27, 2023, set to expire Aug. 4, 2024

<b>Job Title</b>	Office Assistant 2, Residential Life
<b>Department</b>	Res Life Admin
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Dec. 27, 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>	Residential Life Administrative Support/Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/47270">https://www.ubjobs.buffalo.edu/postings/47270</a>

**Apply By Email**

**Job Description**

The Division of [Student Life](#) is accepting applications for the **Office Assistant 2** position within Residential Life. In this role, you will perform office support and clerical functions to support the needs of the unit.

**As an Office Assistant 2, your responsibilities include:**

- Serve as the main customer service representative for the office
- Directly support designated support staff
- Provide leadership for day-to-day administrative office duties
- Data entry and maintenance of computer databases
- Create/maintain clerical procedures; make recommendations for process improvements and

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- resolve problems
- Complete human resources and accounts payable-related tasks
- Provide full administrative support to the unit

The successful candidate will have advanced computer skills, the ability to think critically to solve problems, and strong communication skills. They will be able to effectively communicate and successfully complete tasks independently.

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 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.

### **Contact Information**

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

### **Contact**



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