

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

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Posted Feb. 9, 2024, set to expire Aug. 4, 2024

Job Title	Office Assistant 2, Residential Facilities
Department	Residential Facilities
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Feb. 9, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/48035

Apply By Email

Job Description

The University at Buffalo (UB) [Office of Residential Facilities](#) (UBRF) is seeking a candidate to fill an Office Assistant 2 position to support the administrative functions of UBRF. In this role, you will be responsible for the set-up and oversight of a variety of processes designed to create and sustain a world-class customer service program, while ensuring exceptional personal interactions with customers, providing consistent attention to detail and applying advanced computer skills.

As the Office Assistant 2, your responsibilities include:

- Provide expert customer service in support of the UBRF Residential Maintenance Services and Residential Custodial Services units
- Handle general receptionist duties to include answering calls for maintenance and custodial support requests
- Receive and process inventory orders

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- Schedule and organize critical meetings
- Place and process orders and receivables for supplies, equipment, and other goods and services
- Support our incredible team of facilities professionals
- Interact with students, parents, departmental and University staff, as well as outside contractors and vendors.

The successful candidate is highly organized, a self-starter, can accept and follow-through precisely on written and verbal direction, consistently use good judgement, and able to work independently and as part of a team. As this position involves customer service, the incumbent should have genuine interest in, and regard for students, parents, and all others by providing a high level of customer service in a diverse and ever-evolving workplace.

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 Office of Residential Facilities

The UB Office of Residential Facilities (UBRF) reports to the Department of Housing Operations and is a dynamic unit within UB dedicated to delivering the best living and learning environments by designing, building, and operating safe, clean, functional, and sustainable facilities that serve as the bedrock of academic success at UB. Responsible for managing 117 buildings totaling 2.5 million square feet, UBRF serves as the backbone of campus housing, accommodating approximately 8,000 UB students annually.

About Student Life

The Department of Housing Operations falls under the UB Division of Student Life. As an employee 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) #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



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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