

Business Operations Assistant
University at Buffalo, The State University of New York

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Downloaded On: Jul. 19, 2025 2:12am

Posted Aug. 12, 2024, set to expire Aug. 4, 2025

Job Title	Business Operations Assistant
Department	Parking and Transportation Services
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Aug. 12, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/52083
Apply By Email	
Job Description	

Position Summary

Join [Parking and Transportation Services](#) as a Business Operations Assistant and play a vital role in driving the success of our Parking, Transportation and Business Services teams. We're looking for a dynamic individual who thrives on engaging with a diverse team, excels at problem-solving, is detail-oriented and enjoys being part of a collaborative and supportive environment. You'll contribute to a positive experience for our students, faculty, staff and the UB community.

Specifically, you will be responsible for:

- Supporting finance and administration functions
- Assisting with human resources tasks and supervising student assistants

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- Contributing to communication efforts and maintaining quality control

As a Business Operations Assistant you will:

- Compile statistical data to produce financial reports with infographics and present clear, informative summaries to staff.
- Assist with unit budget preparation and departmental tasks such as parking permit processing, account accuracy reviews, and renewal outreach.
- Ensure our unit has the resources and tools to operate, by overseeing inventory and tracking purchases, payments and billing. Track and follow-up on receivables.
- Research, write, prepare and submit grant applications.
- Review written content for grammar, punctuation, spelling, and style errors. Ensure quality control for business documents, news articles, and campus emails.
- Process payroll and overtime for part-time transit operators and assist with reappointments, ePTF processing and new employee onboarding.
- Supervise 2-4 student assistants, processes timesheets, and work with the hiring manager to recruit, interview, hire, onboard and train them in customer service and outreach.

Parking and Transportation Services is committed to providing access to parking and transportation services that best serve the UB community. Our key services include providing inter- and intra-campus transportation (including parking shuttles), enforcing parking regulations and promoting more sustainable transportation options.

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. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more 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](#).

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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

- Associates Degree with two years of related experience. A combination of education and experience can be considered in lieu of the requirement
- Excellent communication (oral and written) and interpersonal skills
- Ability to work effectively in a team environment
- Proficient in Microsoft office software, particularly in Excel and Word

Preferred Qualifications

- Experience with written communications especially in areas of proofreading and creative writing.
- Previous supervisory experience.
- Experience in a customer service setting.

Contact Information

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

Contact

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