

**Facilities Staff Assistant**  
**University at Buffalo, The State University of New York**

Direct Link: <https://www.AcademicKeys.com/r?job=243783>

Downloaded On: Apr. 20, 2025 6:00pm

Posted Aug. 28, 2024, set to expire Aug. 4, 2025

<b>Job Title</b>	Facilities Staff Assistant
<b>Department</b>	Educational Opportunity Center
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Aug. 28, 2024
<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>	Facilities/Maintenance/Transportation
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/52449">https://www.ubjobs.buffalo.edu/postings/52449</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### **Position Summary**

The **Facilities Staff Assistant** will report to the FPMO and will be responsible for the overall management and coordination of facility services, safety compliance, space management, access control, event preparation, logistics support, and building operations. This role requires a proactive, detail-oriented individual with strong organizational and communication skills.

**Facilities Service Coordinator:** Monitor, oversee, and manage all service requests from UB Facilities, ensuring timely resolution and effective communication with requestors.

**Safety and Compliance Liaison:** Collaborate with Environmental Health and Safety (EHS) to coordinate testing and inspections required for maintenance and construction projects. Act as the building manager for fire safety inspections and compliance.

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**Committee Participation:** Participate as a member of internal Facilities Operations Committees, contributing to strategic discussions, budgetary decisions, and operational enhancements.

**Space Management:** Analyze use of office and instructional spaces, presenting opportunities for efficiencies to FMPO. Assist in reconfiguration of spaces to meet instructional or event requirements, optimizing layout and resources. Oversee Space Utilization and the Event Management System (EMS) to schedule classrooms, conference rooms, and other spaces within the facility for classes, events, etc. Attend events as required.

**Access Control and Security:** Oversee building access, including tracking, issuing, and maintaining key inventory and swipe card access for faculty, staff, and students. Assign building and room keys to new faculty/staff and process keys that have been returned by staff that will no longer be employed at the BEOC. Update any changes in the Key Management System, maintain key inventory, and order new keys from approved vendors as needed.

**Event Preparation and Close Out:** Oversee setup and dismantling for large school events, manage seating arrangements and equipment setup, and assist in post-event evaluation.

**Logistics Support:** Provide day-of support for major events, including orientation, commencement, lectures, and conferences. Maintain inventory for furniture, tools, table linens and other building assets.

**Event Supply & Inventory Coordinator:** Procure, maintain, and track supplies, and coordinate deliveries and setups for events.

**Building Operations:** Assist in planning of all building projects and work with FP&D, Operations and EH&S as directed by supervisor. Coordinate logistics as needed for in-house facilities work.

**Other**

- Track monthly readings on the multi-functional copiers and coordinate maintenance of the copiers with the copier vendor.
- Track asset maintenance and repair history for warranty claim and recording. Maintain records on equipment manufacturers' technical notes, upgrades, and safety issues.
- Assist with asset acquisition and disposition.
- Work with the UB Fleet Maintenance Department to ensure that BEOC vehicles have current vehicle registrations, insurance coverage, and UB parking permits and that the vehicles are properly maintained.
- Other tasks and special projects as assigned by the FPMO.

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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 [benefit packages](#).

### **About the Buffalo Educational Opportunity Center**

The [Buffalo Educational Opportunity Center](#) (BEOC), an adult education enterprise, of the State University of New York, University Center for Academic and Workforce Development (UCAWD), with an annual enrollment of 1,940 students, is seeking applications for a Facilities Staff Assistant, SL-2. The mission of BEOC is to produce lifelong learners who are self-directed, empowered, and committed to excellence. Residents of the surrounding Buffalo community are provided a range of services designed to develop the academic and workforce development skills necessary to become self-sufficient. Programs and services are structured to adapt to the needs of our students — as well as to the demands of our community — and serve as first steps toward the attainment of long-term educational and employment skills.

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**

- High school graduate or equivalent.
- A minimum of 4 years of relevant work experience in a property management or facilities management or similar role.
- Strong project management and organizational skills.
- Proficiency in Microsoft Office Suite.
- Proven experience in facilities management or similar role.
- Strong interpersonal and communications skills.
- An equivalent combination of education and experience will be considered.

### **Preferred Qualifications**

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- Associate Degree.
- 5 years of relevant work experience in a property management or facilities role.
- Experience using eProcurement Software to order goods and services.
- Experience using Event Management Software to reserve rooms for classes, events, etc.
- Background in a regulated public sector, adhering to multiple sets of rules, regulations and targets.
- Available to work occasional weekends and evenings.

**Physical Demands**

- Must be physically able to perform the tasks of the position.
- May be required to occasionally move items up to 45 pounds.
- Includes frequent moving, ascending/descending stairs, and positioning self to move carts.
- Must be able to stand, stoop, bend and stretch for extended periods of time.

**Salary Range**

\$50,000 - \$60,000

**Additional Salary Information**

The salary range reflects our good faith and reasonable estimate of the possible compensation at the time of posting, the role and associated responsibilities, and the experience, education, and training of the selected candidate.

**Contact Information**

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

**Contact**

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