

Temporary Office Assistant 1 Pool
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=246399>

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

Job Title	Temporary Office Assistant 1 Pool
Department	The University at Buffalo
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 4, 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/53275

Apply By Email

Job Description

The University at Buffalo is accepting applications in a continuous recruitment effort to fill current and future temporary Office Assistant 1 positions. Applicants are contacted on an as-needed basis to fill temporary positions ranging in duration from **one week up to one year**. Positions range in hours from part-time to full-time. Campus and department may vary depending on the assignment.

As a temporary Office Assistant 1, you will spend the majority of your work time performing a combination of clerical tasks using computer tools such as Microsoft Word and Excel. Tasks may include:

- Providing general office support to a broad and diverse population
- Answering telephones and serving as a point of contact
- Scheduling meetings and maintaining calendars
- Performing basic calculations and data entry

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- Carrying out inventory functions
- Assisting with record keeping
- Sorting and distributing mail

This is a great opportunity to gain on-campus experience and professional references. As a temporary employee, you can explore various departments and positions while getting a feel for what it's like to work at The University at Buffalo. It is not a guarantee when you join the temporary pool that you will find a permanent position with the university. Applicants seeking permanent employment should visit the UB Jobs [website](#) for other employment opportunities.

Students are encouraged to apply. These temporary positions are a great way for students to participate in the administrative/business side of the university and gain work experience prior to graduation. We encourage students to explore professional opportunities within our institution, and these temporary positions are a great way to see what it would be like to work at UB.

At The University at Buffalo, we recognize the advantages diversity brings to the workforce and have a strong interest in recruiting candidates from underrepresented minority groups and diverse backgrounds. We hope to build a pool of applicants that is reflective of the diverse student population and the larger UB community.

This is a pooled posting; positions are filled on an as needed basis.

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