

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

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

Downloaded On: Oct. 4, 2024 11:14pm

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

<b>Job Title</b>	Temporary Office Assistant 1 Pool
<b>Department</b>	The University at Buffalo
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Oct. 4, 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>	Administrative Support/Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/53275">https://www.ubjobs.buffalo.edu/postings/53275</a>

**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