

Temporary Staff Assistant  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=247928>

Downloaded On: Nov. 21, 2024 10:10am

Posted Oct. 31, 2024, set to expire Aug. 4, 2025

<b>Job Title</b>	Temporary Staff Assistant
<b>Department</b>	School of Engineering and Applied Sciences
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Oct. 31, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Part-Time/Temporary Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/53760">https://www.ubjobs.buffalo.edu/postings/53760</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

#### Position Summary

The [School of Engineering & Applied Sciences](#) wishes to hire a **Temporary Staff Assistant**. Incumbents of this position will spend a majority of their work time performing a combination of administrative tasks that may include:

- Providing general administrative/personnel support
- Assisting with budget and purchasing
- Assisting with projects and data analysis
- Assisting with marketing efforts
- Preparing documents and reports
- Student advising

Temporary Staff Assistant  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=247928>

Downloaded On: Nov. 21, 2024 10:10am

Posted Oct. 31, 2024, set to expire Aug. 4, 2025

- Assisting with the coordination and planning of events

***This is a pooled posting. Positions are filled on an “as needed” basis.***

### **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](#).

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**

- Bachelor’s degree
- Excellent organizational and time management skills, with the ability to juggle multiple requests
- Strong proficiency in Microsoft Office applications including Word and Excel

### **Contact Information**

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

### **Contact**



Temporary Staff Assistant  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=247928>

Downloaded On: Nov. 21, 2024 10:10am

Posted Oct. 31, 2024, set to expire Aug. 4, 2025