

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

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

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

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

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

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- 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.



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Contact

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