

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

Direct Link: <https://www.AcademicKeys.com/r?job=248280>

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Posted Nov. 6, 2024, set to expire Aug. 4, 2025

Job Title	Temporary Staff Assistant Pool
Department	The University at Buffalo
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 6, 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/53960
Apply By Email	
Job Description	

Position Summary

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

As a temporary Staff Assistant, you will spend the majority of your work time performing a combination of administrative tasks which may include:

- Providing general administrative support
- Assisting with budget

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- Assisting with projects
- Preparing documents and reports
- Assisting with the coordination and planning of events

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.

Minimum Qualifications

- Bachelor's degree
- Experience performing administrative tasks or providing customer service
- Ability to work collaboratively
- Effective problem solving skills

A combination of education and experience or relevant military training may be considered in lieu of a Bachelor's degree on a year for year basis.

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Preferred Qualifications

- Experience interacting with a broad and diverse population
- Familiarity with Microsoft Office products including Word and Excel

Contact Information

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

Contact

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