

Office Assistant 2 (NY HELPS)  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=248432>

Downloaded On: Nov. 13, 2024 2:06am

Posted Nov. 7, 2024, set to expire Aug. 4, 2025

<b>Job Title</b>	Office Assistant 2 (NY HELPS)
<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>	Nov. 7, 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/54006">https://www.ubjobs.buffalo.edu/postings/54006</a>

**Apply By Email**

**Job Description**

The [University at Buffalo](#) invites hard-working professionals to join our dynamic University as an **Office Assistant 2**. This key role helps be the driving force behind our office's seamless operation. In this role, you will perform advanced office support and clerical processing to support the needs of the department.

Responsibilities may include:

- Serving as the main customer service representative
- Supporting designated support staff
- Gathering and preparing data for different forms of communication

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This is part of the **New York Hiring for Emergency Limited Placement Statewide (NY HELPS)** program. The nature and variety of the activities depend on the area in which the position is assigned.

**Additional Information:**

1. Learn about our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
2. Learn more about what it looks like to be a part of the [University at Buffalo community](#).
3. Begin your career with us through the [NY HELPS](#) program.

KEYWORDS: Business

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**