

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: Jun. 1, 2025 2:40pm

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

Job Title	Office Assistant 2 (NY HELPS)
Department	The University at Buffalo
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 7, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/54006

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

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