

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

Direct Link: <https://www.AcademicKeys.com/r?job=249224>

Downloaded On: Apr. 2, 2025 2:24am

Posted Nov. 19, 2024, set to expire Aug. 4, 2025

<b>Job Title</b>	Staff Assistant
<b>Department</b>	Office of Equity, Diversity and Inclusion
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Nov. 19, 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/54202">https://www.ubjobs.buffalo.edu/postings/54202</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### **Position Summary**

The [Office of Equity, Diversity and Inclusion \(EDI\)](#) is seeking a Staff Assistant who is self-motivated and enjoys a collaborative team environment. This individual will provide support for the department to fulfill administrative, budgetary and personnel functions. Effective communication skills along with a heightened focus on attention to detail to ensure accuracy and completeness of all paperwork will ensure a successful candidate.

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.

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- Assisting with budget and purchasing.
- Assisting with projects and data analysis.
- Logging and tracking incoming requests, inquiries, and cases.
- Maintaining and updating data and records related to required training.
- Assisting with communications with campus constituents and stakeholders, including answering basic inquiries and forwarding other communications to EDI staff.

### **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. Visit our benefits website to learn about our [benefit packages](#).

### **About The University at Buffalo**

The University at Buffalo (UB) 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**

- Associates degree with 2 years of experience or Bachelors with related experience. Equivalent combination of education and experience may be considered.
- Experience performing administrative tasks and providing customer service
- Ability to work collaboratively
- Effective problem-solving skills
- Competency with Microsoft Office or similar software



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**Contact Information**

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

**Contact**

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