

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

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

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

Job Title	Staff Assistant
Department	Office of Equity, Diversity and Inclusion
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Nov. 19, 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/54202
Apply By Email	
Job Description	

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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