

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

Direct Link: <https://www.AcademicKeys.com/r?job=249305>

Downloaded On: Jul. 18, 2025 5:15am

Posted Nov. 20, 2024, set to expire Aug. 4, 2025

<b>Job Title</b>	Staff Assistant for Academic Services
<b>Department</b>	SAAP Academic Affairs
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Nov. 20, 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/54237">https://www.ubjobs.buffalo.edu/postings/54237</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

**Position Summary**

The School of Architecture and Planning at the University at Buffalo – The State University of New York invites applications for a Staff Assistant for Academic Services.

The School of Architecture and Planning, with approximately 50 full-time faculty members and 680 students, is home to the Department of Architecture and the Department of Urban and Regional Planning, offering a variety of undergraduate and graduate student programs.

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The Staff Assistant for Academic Services will be part of a team of two cross trained Staff Assistants providing critical academic operations support in areas of admissions, enrollment, program assessment, customer service, and organization of activities that enhance the student and faculty experience.

Responsibilities specific to this position will include, but not limited to:

- Work with faculty and departmental leadership to create course schedules with minimal or no conflicts within cohorts.
- Work with internal stakeholders on logistics related to course offerings and room scheduling.
- Compiling documentation for the University's assessment report and related accreditation reports.
- Support and participate in student recruitment activities.

### **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. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#).

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

The University at Buffalo (UB) #ubuffalo 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**

- Bachelor's degree
- Strong oral and written communication skills

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- Ability to learn and adapt to new computer applications
- Ability to work well with people from diverse backgrounds

**Preferred Qualifications**

- Demonstrated ability in organization and planning
- Professional experience providing academic support at a university or similar academic setting
- Knowledge and experience with UB academic systems (Slate, Peoplesoft, SIRI)

**Contact Information**

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

**Contact**

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