

Facility Operations Assistant 1
University at Buffalo, The State University of New York

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Posted Jan. 24, 2025, set to expire Aug. 4, 2025

Job Title	Facility Operations Assistant 1
Department	Design and Construction
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 24, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Facilities/Maintenance/Transportation
Job Website	https://www.ubjobs.buffalo.edu/postings/55429

Apply By Email

Job Description

University at Buffalo, [Office of Design and Construction](#) seeks dedicated support staff to grow with our in-house design/build team.

In this entry-level role, you will support our in-house construction crew with duties including:

- arranging supplies for construction,
- assisting tradespeople in the field,
- keeping the job site safe and clean,
- assisting in necessary paperwork to allow for the uninterrupted, continual renovation of the University at Buffalo.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including

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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) #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.

Contact Information

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

Contact