

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

Direct Link: <https://www.AcademicKeys.com/r?job=252107>

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

<b>Job Title</b>	Facility Operations Assistant 1
<b>Department</b>	Design and Construction
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Jan. 24, 2025
<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>	Facilities/Maintenance/Transportation
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/55429">https://www.ubjobs.buffalo.edu/postings/55429</a>

**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**

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