

Temporary Office Assistant 1 Pool University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=253592>

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Posted Feb. 21, 2025, set to expire Jun. 18, 2025

Job Title	Temporary Office Assistant 1 Pool
Department	
Institution	University at Buffalo Buffalo, New York
Date Posted	Feb. 21, 2025
Application Deadline	10/03/2025
Position Start Date	Available immediately
Job Categories	Part-Time/Temporary Staff
Academic Field(s)	Administrative Support/Services
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Job Description	

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Temporary Office Assistant 1 Pool

Position Information

Fiscal Year:

Position Title: Temporary Office Assistant 1 Pool

Department:

Posting Link: <https://www.ubjobs.buffalo.edu/postings/53270>

Posting Detail Information

Temporary Office Assistant 1 Pool University at Buffalo

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Position Summary

The University at Buffalo is accepting applications in a continuous recruitment effort to fill current and future temporary Office Assistant 1 positions. Applicants are contacted on an as-needed basis to fill temporary positions ranging in duration from **one week up to one year**. Positions range in hours from part-time to full-time. Campus and department may vary depending on the assignment.

As a temporary Office Assistant 1, you will spend the majority of your work time performing a combination of clerical tasks using computer tools such as Microsoft Word and Excel. Tasks may include:

- Providing general office support to a broad and diverse population
- Answering telephones and serving as a point of contact
- Scheduling meetings and maintaining calendars
- Performing basic calculations and data entry
- Carrying out inventory functions
- Assisting with record keeping
- Sorting and distributing mail

This is a great opportunity to gain on-campus experience and professional references. As a temporary employee, you can explore various departments and positions while getting a feel for what it's like to work at The University at Buffalo. It is not a guarantee when you join the temporary pool that you will find a permanent position with the university. Applicants seeking permanent employment should visit the UB Jobs [website](#) for other employment opportunities.

Students are encouraged to apply. These temporary positions are a great way for students to participate in the administrative/business side of the university and gain work experience prior to graduation. We encourage students to explore professional opportunities within our institution, and these temporary positions are a great way to see what it would be like to work at UB.

At The University at Buffalo, we recognize the advantages diversity brings to the workforce and have a strong interest in recruiting candidates from underrepresented minority groups and diverse backgrounds. We hope to build a pool of applicants that is reflective of the diverse student population and the larger UB community.

This is a pooled posting; positions are filled on an as needed basis.

University at Buffalo is an affirmative action equal opportunity employer and, in keeping with our

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commitment, welcomes all to apply including veterans and individuals with disabilities.

Salary Range

\$17.41 hourly

Contact Information

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

Contact

N/A

University at Buffalo

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