

Temporary Staff Assistant University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=253946>

Downloaded On: Apr. 18, 2025 2:49am

Posted Mar. 4, 2025, set to expire Jul. 2, 2025

Job Title	Temporary Staff Assistant
Department	
Institution	University at Buffalo Buffalo, New York
Date Posted	Mar. 4, 2025
Application Deadline	10/01/2025
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 Staff Assistant

Position Information

Position Title: Temporary Staff Assistant

Department: School of Engineering and Applied Sciences

Posting Link: <https://www.ubjobs.buffalo.edu/postings/53086>

Job Type: Varies

Posting Detail Information

Temporary Staff Assistant University at Buffalo

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Position Summary

The [**School of Engineering & Applied Sciences**](#) wishes to hire a **Temporary Staff Assistant**. 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
- Assisting with budget and purchasing
- Assisting with projects and data analysis
- Assisting with marketing efforts
- Preparing documents and reports
- Student advising
- Assisting with the coordination and planning of events

This is a pooled posting. Positions are filled on an "as needed" basis.

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 Americas 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

- Bachelors degree
- Excellent organizational and time management skills, with the ability to juggle multiple requests

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- Strong proficiency in Microsoft Office applications including Word and Excel

Preferred Qualifications

Physical Demands

Salary Range

\$49,261

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Ria Iliadou

Contact's Pronouns:

Contact's Title: Director of Recruitment & Faculty Affairs

Contact's Email: eiliadou@buffalo.edu

Contact's Phone: 716-645-1407

Posting Dates

Posted: 10/01/2024

Deadline for Applicants:

Date to be filled: 01/06/2025

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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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