

**Administrative Assistant 1 (NY HELPS)
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=254885>

Downloaded On: Apr. 1, 2025 8:34pm

Posted Mar. 26, 2025, set to expire Apr. 18, 2025

Job Title	Administrative Assistant 1 (NY HELPS)
Department	CAS Arts and Humanities Sector
Institution	University at Buffalo Buffalo, New York
Date Posted	Mar. 26, 2025
Application Deadline	04/18/2025
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
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Job Description	

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Administrative Assistant 1 (NY HELPS)

Position Information

Position Title: Administrative Assistant 1 (NY HELPS)

Department: CAS Arts and Humanities Sector

Posting Link: <https://www.ubjobs.buffalo.edu/postings/56401>

Job Type: Full-Time

Posting Detail Information

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Position Summary

The [Arts and Humanities Sector](#) in the College of Arts and Sciences at the University at Buffalo is seeking an **Administrative Assistant 1**. This is a customer service oriented position and requires the incumbent to provide excellent customer service to the various populations. This position will initially support the [Department of English](#).

The responsibilities will include the following, but not limited to:

- You will serve as administrative contact for graduate students from acceptance, arrival and throughout the duration of their program of study to conferral.
- You will provide support to the Director of Graduate Studies (DGS) and the Department Administrator, with student management and coordinating the Graduate Programs for the department.
- You will update student information in the appropriate university system, degree audit, assist director with coordination of open house and other university or departmental functions, create course description booklets each semester advertising course offering.
- Complete and submit tuition waivers for Teaching Assistants according to College and University timetables, ensuring no adverse fiscal action against the department.
- Update and maintain Teaching Assistants assignments and stipends in departmental files. Notify Teaching Assistants of their assignments and maintain graduate student mailboxes.
- Provide general office support such as, answering phones, mailing, copying, scheduling and processing of necessary departmental paperwork.

The College of Arts and Sciences is the largest interdisciplinary academic unit at the University at Buffalo. With 30 departments, 16 academic programs and 23 centers and institutes in the arts and humanities, natural sciences and mathematics and the social sciences, the College offers more academic options than any other unit on campus.

Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#)

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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

This title is part of the New York Hiring for Emergency Limited Placement Statewide Program (NY HELPS).

Non-competitive (NY HELPS):

- high school diploma or high school equivalency diploma
- two years of experience in administrative support
- use of office software (e.g., email, word processing)
- provision of customer service
- business writing
- management of an office

OR

Reassignment Requirement: You must have one year of permanent competitive or 55b/c service as an Administrative Assistant 1, SG-11, or Secretary 1.

Reinstatement Requirement: You must be a former state employee to request reinstatement to the title that was held (or transferable title).

Administrative Assistant Trainee 1 Transfer Eligibility Requirement: You must have a current permanent appointment with a minimum of 1 year of service in a position of the same title or transferable title (SG-6 or above).

Administrative Assistant Trainee 2 Transfer Eligibility Requirement: You must have successfully completed the 52 weeks of service as an Administrative Assistant Trainee 1 and successfully completed the four core administrative support courses.

Administrative Assistant 1 Transfer Eligibility Requirement: You must have either one year of service in a clerical title (SG-9 or above) or completion of a two-year traineeship and successfully completed the four core administrative support courses and the four elective administrative support courses, as designated by the agency.

Keyboarding requirement: Candidates who are not transferring from a keyboarding title must possess adequate keyboarding skills (i.e., the ability to type 30 words per minute with at least 96%

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accuracy) as demonstrated by passing the Keyboarding Performance Test.

ALL APPLICANTS MUST MEET AT LEAST ONE OF THE ABOVE REQUIREMENTS. ANY APPLICATIONS RECEIVED THAT DO NOT MEET AT LEAST ONE OF THE ABOVE REQUIREMENTS WILL BE CONSIDERED UNQUALIFIED AND WILL BE DISCARDED.

A completed application is required for this position. If you receive a canvass letter, DO NOT APPLY for this position. You must apply to the web address provided on your canvass letter.

Preferred Qualifications

- Excellent oral and written communication skills.
- Demonstrated competence in Microsoft Office (creation/maintenance of spreadsheets and documents); i.e., Word, Excel, and databases.
- Attention to detail, accuracy, timeliness, and excellent customer service.
- Experience working in higher education.
- Ability to establish and maintain effective working relationships with others.
- Ability to organize and maintain office files.

Salary Range

\$46,306

Is a background check required for this posting?

No

Contact Information

Contact's Name: Nicole Hayden

Contact's Pronouns:

Contact's Title: HR Specialist

Contact's Email: nhayden@buffalo.edu

Contact's Phone: 716-645-0729

Posting Dates

Posted: 03/25/2025

Deadline for Applicants: 04/18/2025

Date to be filled:

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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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