

Office Assistant 2 (NY HELPS), Residential Life  
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=256157>

Downloaded On: Apr. 24, 2025 5:58pm

Posted Apr. 23, 2025, set to expire May 1, 2025

<b>Job Title</b>	Office Assistant 2 (NY HELPS), Residential Life
<b>Department</b>	
<b>Institution</b>	University at Buffalo Buffalo, New York
<b>Date Posted</b>	Apr. 23, 2025
<b>Application Deadline</b>	05/01/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Residential Life Administrative Support/Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6161052">https://apptrkr.com/6161052</a>
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<b>Job Description</b>	

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**Office Assistant 2 (NY HELPS), Residential Life**

**Position Information**

**Position Title:** Office Assistant 2 (NY HELPS), Residential Life

**Department:** Res Life Admin

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/56776>

**Job Type:** Full-Time

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### Posting Detail Information

#### Position Summary

The [Division of Student Life](#) is accepting applications for the **Office Assistant 2** position within Residential Life. In this role, you will be primarily responsible for the overall administrative functioning of a residential apartment complex office, along with performing a wide range of administrative tasks to assist the Housing Services office.

Campus Living offers official on-campus housing to UB students in our residence halls and apartment complexes. Your duties will include managing day-to-day office activities, as well as communicating frequently with students, staff, visitors, parents, vendors, and guests. You will provide high-level customer service to support the needs of the residential community and use judgement to make independent decisions on a regular basis to resolve day-to-day operational concerns.

Key responsibilities include

- Office Management
- Administrative Support
- Student Worker Supervision and Recruitment
- Serving as a liaison with other Campus Living and Student Life units

The successful candidate will have advanced computer skills, the ability to think critically to solve problems, and strong communication skills. They will be able to effectively communicate and successfully complete tasks independently.

Our team recognizes the advantages diverse perspectives and backgrounds bring to the workplace. We are particularly interested in candidates who share this value and will work to achieve the university's goals of inclusive excellence.

#### **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](#).

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.

**Minimum Qualifications**

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

**Non-competitive (NY HELPS):**

- One year of clerical experience

**OR**

**Competitive (NON-NY HELPS):**

- **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.
- **Reassignment Requirement:** You must hold the same title at the University at Buffalo.
- **Reinstatement Requirement:** You must be a former state employee to request reinstatement to the title that was held (or transferable title).

**Preferred Qualifications**

- Demonstrated ability to work independently.
- Strong problem solving skills.
- Excellent communication skills
- Experience with UB systems and software

**Salary Range**

\$42,641

**Special Instructions Summary**

**Is a background check required for this posting?**

Yes

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**Contact Information**

**Contact's Name:** Kerri Bigler

**Contact's Pronouns:**

**Contact's Title:** Office Assistant 2

**Contact's Email:** kbigler@buffalo.edu

**Contact's Phone:** 716-645-2173

**Posting Dates**

**Posted:** 04/22/2025

**Deadline for Applicants:** 05/01/2025

**Date to be filled:** 06/02/2025

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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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