

## Operations Assistant University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=256311>

Downloaded On: Apr. 30, 2025 5:57pm

Posted Apr. 29, 2025, set to expire Aug. 4, 2025

**Job Title** Operations Assistant  
**Department** Office of Student Engagement  
**Institution** University at Buffalo  
Buffalo, New York

**Date Posted** Apr. 29, 2025

**Application Deadline** 04/28/2026  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Finance/Investment Management  
Administrative Support/Services

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**Job Description**

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**Operations Assistant**

### Position Information

**Position Title:** Operations Assistant

**Department:** Office of Student Engagement

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/56884>

**Job Type:** Full-Time

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### Posting Detail Information

#### Position Summary

The [Student Engagement Office](#) is seeking an Operations Assistant, a key role within a dynamic and highly collaborative team. This position serves as a central liaison across campus and within the 7 functional areas of Student Engagement: Fraternity and Sorority Life, Leadership Education and Development, Pride and Traditions Programming, Student Governance, Clubs and Organizations, Esports, Marching Band, and Community and Civic Engagement.

As the Operations Assistant, you will provide strategic leadership and oversight in budget development and maintenance, marketing and communications, office operations, and the supervision of student assistants who serve as the office's first point of contact. This role plays a vital part in ensuring the efficiency and effectiveness of Student Engagement, contributing to meaningful experiences that foster UB pride, promote active involvement, and prepare students for success in a global society. 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.

Your responsibilities include:

- Assist in the planning, preparation, and maintenance of the department's budget.
- Supervise student assistants who serve as the first point of contact for the office, overseeing their hiring, onboarding, training, and daily supervision.
- Work closely with the Office Assistant to prepare financial, human resource, and scheduling duties.
- Communicate relevant updates with the team, serve as a liaison, and gather and maintain office details for submission.
- Daily office operations and ensure functionality. Serve as the point person for scheduling use of conference room and golf carts. Provide widespread support to Director and team as needed and contribute to Student Engagement programs/events.

#### Outstanding Benefits

Working at UB offers world-class benefits that exceed salary alone. There are personal rewards such as health and retirement plans, training opportunities and access to recreational resources. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. We focus on creating and sustaining a healthy mix of work, personal life, and academic pursuits to support work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

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### 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 with 1 years experience. Combination of Education and experience may be considered.

### Preferred Qualifications

- Articulate verbal and communication skills.
- Ability to manage and prioritize multiple responsibilities effectively in a fast-paced, dynamic environment.
- Ability to work independently and a team setting is required.
- Strong collaboration skills.
- Strong computer technology skills.

### Salary Range

\$51,261

### Special Instructions Summary

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

No

### Contact Information

Contact's Name:

Operations Assistant  
University at Buffalo

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Phyllis Floro

**Contact's Pronouns:**

**Contact's Title:** Director Student Engagement

**Contact's Email:** [floro@buffalo.edu](mailto:floro@buffalo.edu)

**Contact's Phone:** 716-645-2731

**Posting Dates**

**Posted:** 04/28/2025

**Deadline for Applicants:**

**Date to be filled:**

jeid-95dd33fde6df8547952ab335272f7294

**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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