

Office Assistant 1 (NY HELPS), Office of Student  
Engagement  
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=256323>

Downloaded On: Apr. 30, 2025 7:45pm

Posted Apr. 29, 2025, set to expire May 7, 2025

<b>Job Title</b>	Office Assistant 1 (NY HELPS), Office of Student Engagement
<b>Department</b>	Division of Student Life
<b>Institution</b>	University at Buffalo Buffalo, New York
<b>Date Posted</b>	Apr. 29, 2025
<b>Application Deadline</b>	05/07/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Administrative Support/Services
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**Apply By Email**

**Job Description**

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**Office Assistant 1 (NY HELPS), Office of Student Engagement**

**Position Information**

**Position Title:** Office Assistant 1 (NY HELPS), Office of Student Engagement

**Department:** Office of Student Engagement

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/56854>

**Job Type:** Full-Time

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## Posting Detail Information

### Position Summary

The [Division of Student Life](#) is accepting application for the **Office Assistant 1** position to support the Assistant Vice President (AVP) for Student Engagement and Success and work closely in collaboration with Student Engagement. In this role, you will perform entry-level clerical and office support work, including, processing transactions and maintaining records in a variety of organizational settings. Any given assignment may encompass a broad or narrow range of activities.

As an Office Assistant, your responsibilities include:

- Provide general office support for the AVP of Student Engagement and Success
- Perform basic responsibilities including calculations, keyboarding, document preparations, record keeping, filing, mail, inventory, and data entry and verification.
- Work closely with the Operations Staff Assistant to assist as appropriate in HR, purchasing, travel, and budget processes.

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 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).*

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

- There are no minimum qualifications for this position.

**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.

**Physical Demands**

**Salary Range**

\$36,232

**Special Instructions Summary**

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

No

**Contact Information**

**Contact's Name:** Trung Nguyen

**Contact's Pronouns:**

**Contact's Title:** Assistant Vice President for Student Engagement and Success

**Contact's Email:**

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trungqng@buffalo.edu

**Contact's Phone:** 716-645-6026

**Posting Dates**

**Posted:** 04/28/2025

**Deadline for Applicants:** 05/07/2025

**Date to be filled:** 06/05/2025

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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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