

Operations Assistant  
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=257580>

Downloaded On: Jun. 5, 2025 11:09pm

Posted Jun. 2, 2025, set to expire Jun. 28, 2025

**Job Title** Operations Assistant  
**Department** Student Life  
**Institution** University at Buffalo  
Buffalo, New York

**Date Posted** Jun. 2, 2025

**Application Deadline** 06/28/2025  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Human Resources  
Fiscal Services  
Student Services  
Administrative Support/Services

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**Apply By Email**

**Job Description**

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**Operations Assistant, Student Life**

**Position Information**

**Position Title:** Operations Assistant, Student Life

**Department:** Office of the Vice President for Student Life

**Posting Link:**

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<https://www.ubjobs.buffalo.edu/postings/57345>

**Job Type:** Full-Time

### Posting Detail Information

#### Position Summary

The Division of Student Life is accepting applications for the Operations Assistant position within Administration & Planning and Assessment & Research. In this role, you will coordinate the personnel, business and administrative functions of the unit.

Administration and Planning provides oversight and assistance for budgeting, financial planning, human resources and related areas throughout Student Life. We strive to provide an exceptional student experience by ensuring that all of the units within Student Life have the financial and human resources they need to serve student efficiently and effectively.

Your responsibilities include:

- Provide liaison between Directors, employees of the units and University community with respect to administrative matters.
- Monitor financial accounts, transactions and billing processes; perform routine monthly procurement, travel and reconciliation and analysis for Finance, HR and Assessment and Research.
- Facilitate gifts, prizes and award programs in support of unit activities.
- Collaborate with Student Life Human Resources to coordinate the personnel aspects of the unit.
- Lead maintenance, facilities and other technical projects.
- Make process improvement recommendations and implement solutions to identified problems.

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.

#### 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.

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Visit our benefits website to learn 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

- Ability to effectively prioritize and complete multiple tasks and projects.
- Strong verbal and written communication skills
- Demonstrated analytical and organizational skills
- Demonstrated ability to work effectively both independently and collaboratively, in a team environment
- Proficiency with the Microsoft Suite and Outlook

One or more of the following:

- Associate degree with a minimum of 2 years of experience **or**
- Bachelors degree

### Preferred Qualifications

- Bachelors degree in business administration or related field
- Experience working with data, business and HR activities
- Experience working in a large division, department or company

### Salary Range

\$51,000 - \$55,000

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**Special Instructions Summary**

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

No

**Contact Information**

**Contact's Name:** Lisa Bolt

**Contact's Pronouns:**

**Contact's Title:** Staff Assistant

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

**Contact's Phone:** (716) 645-6404

**Posting Dates**

**Posted:** 05/30/2025

**Deadline for Applicants:**

**Date to be filled:** 08/01/2025

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**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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N/A

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