

Office Assistant 1  
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=258425>

Downloaded On: Jun. 18, 2025 9:20pm

Posted Jun. 18, 2025, set to expire Aug. 4, 2025

**Job Title** Office Assistant 1  
**Department** Residential Facilities (NY HELPS)  
**Institution** University at Buffalo  
Buffalo, New York

**Date Posted** Jun. 18, 2025

**Application Deadline** 06/17/2026  
**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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**Office Assistant 1, Residential Facilities (NY HELPS)**

**Position Information**

**Position Title:** Office Assistant 1, Residential Facilities (NY HELPS)

**Department:** Residential Facilities

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/57608>

**Job Type:** Full-Time

**Posting Detail Information**

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### Position Summary

The University at Buffalo (UB) Office of Residential Facilities (UBRF) is seeking a candidate to fill an **Office Assistant 1** position in the Customer Service branch of its Administrative Services unit. In this role, you will be responsible for supporting and sustaining a world-class customer service program through exceptional personal interactions, application of advanced computer skills, and providing consistent attention to detail.

As the Office Assistant 1, your responsibilities include:

- Provide expert customer service in support of the UBRF Residential Maintenance Services and Residential Custodial Services units
- Handle general receptionist duties to include answering calls for maintenance and custodial support requests
- Receive and process inventory orders
- Schedule and organize critical meetings
- Support our incredible team of facilities professionals
- Interact with students, parents, departmental and University staff, as well as outside contractors and vendors.

The successful candidate will have the ability to provide technical, administrative, management, and strong customer service support in an innovative and dynamic work environment.

### 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. Visit our [benefits website](#) to learn about our benefit packages.

### About the Office of Residential Facilities

The UB Office of Residential Facilities (UBRF) reports to the Department of Housing Operations and is a dynamic unit within UB dedicated to delivering the best living and learning environments by designing, building, and operating safe, clean, functional, and sustainable facilities that serve as the bedrock of academic success at UB. Responsible for managing 117 buildings totaling 2.5 million square feet, UBRF serves as the backbone of campus housing, accommodating approximately 8,000 UB students annually.

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### About Student Life

The Department of Housing Operations falls under the UB Division of Student Life. As an employee of Student Life, you will join service professionals, all driven by one shared set of values designed to help ensure students well-being, create a safe and supportive environment, and promote student success. In Student Life, growth is a shared passion. We aim for excellence, thinking big and going bold. We pursue our goals tenaciously while stewarding the student experience. We build communities and advance diversity in all forms. We encourage discovery and celebrate success.

### 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

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

#### **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).

### Salary Range

\$36,232

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**Special Instructions Summary**

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

Yes

**Contact Information**

**Contact's Name:** Jennifer Clark

**Contact's Pronouns:**

**Contact's Title:** Customer Service Manager

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

**Contact's Phone:** 716-645-4783

**Posting Dates**

**Posted:** 06/17/2025

**Deadline for Applicants:** Open Until Filled

**Date to be filled:** 08/14/2025

jeid-8f199309596888428d824662ef5eb006

**Contact Information**

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

**Contact**

N/A

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