

## Staff Assistant for Student Unions Operations University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=259231>

Downloaded On: Jul. 12, 2025 10:12am

Posted Jul. 7, 2025, set to expire Aug. 1, 2025

**Job Title** Staff Assistant for Student Unions Operations  
**Department** Division of Student Life  
**Institution** University at Buffalo  
Buffalo, New York

**Date Posted** Jul. 7, 2025

**Application Deadline** 08/01/2025  
**Position Start Date** Available immediately

**Job Categories** Classified Staff

**Academic Field(s)** Student Services  
Administrative Support/Services

**Apply Online Here** <https://apptrkr.com/6355370>

**Apply By Email**

**Job Description**

Image not found or type unknown



**Staff Assistant for Student Unions Operations**

### Position Information

**Position Title:** Staff Assistant for Student Unions Operations

**Department:** Student Unions

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/57856>

**Job Type:** Full-Time

## Staff Assistant for Student Unions Operations University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=259231>

Downloaded On: Jul. 12, 2025 10:12am

Posted Jul. 7, 2025, set to expire Aug. 1, 2025

### Posting Detail Information

#### Position Summary

The [Division of Student Life](#) invites applications for the **Staff Assistant for Student Unions Operations** within the Student Union. In this role, you will work closely with University Facilities, Campus Dining and Shops, divisional staff and the departments student assistants to ensure facilities and equipment are properly maintained, functioning appropriately, safe and attractive to tenants, customers and guests.

#### Reporting to the Assistant Director of Logistics & Operations, your responsibilities include:

- Provide mentoring and leadership to student staff to include hiring, payroll, scheduling, deliver training, mentoring, and assigning responsibilities. You will ensure that staff follow the handbook for student employment.
- Utilize data from the departments EMS Scheduling System (7PointOps) to manage the setting up and breaking down of reservable spaces
- Maintain an accurate inventory of all AV/sound equipment and train student staff on proper usage and troubleshooting of equipment.
- Organize and oversee the proper storage of equipment; ensure event spaces are properly equipped and accessible for all users.
- Manage operations of the activity spaces within the Student Union to ensure they are well-maintained and meet students needs.
- Assist with identifying, addressing and resolving any issues related to building maintenance.
- Ensure student staff is trained to react to emergencies appropriately.

The successful candidate will work to build trusted relationships and be visible, accessible, and approachable.

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 universitys goals of inclusive excellence.

#### About Student Unions

The University at Buffalos [Student Unions](#) are an essential part of student life on campus. We create a welcoming, fun, and relaxing social heart of our campus. We provide a safe space for every member of the campus community to build pride and character, create life-long memories, and share ideas. We deliver innovative, student-focused, and sustainable services to meet and exceed student needs.

## Staff Assistant for Student Unions Operations University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=259231>

Downloaded On: Jul. 12, 2025 10:12am

Posted Jul. 7, 2025, set to expire Aug. 1, 2025

### 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](#).

### 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

- Associate degree with a minimum of 2 years of experience or bachelors degree
- Progressive experience working with students.
- Demonstrated experience working with diverse populations.
- Excellent oral and written communication skills.

### Preferred Qualifications

- Ability to successfully manage multiple priorities and tasks.
- Excellent communication and interpersonal skills.

### Salary Range

\$51,261

### Special Instructions Summary

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

Staff Assistant for Student Unions Operations  
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=259231>

Downloaded On: Jul. 12, 2025 10:12am

Posted Jul. 7, 2025, set to expire Aug. 1, 2025

No

**Contact Information**

**Contact's Name:** Steve Green

**Contact's Pronouns:**

**Contact's Title:** Assistant Director, Logistics & Operations

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

**Contact's Phone:** 716-645-2055

**Posting Dates**

**Posted:** 07/03/2025

**Deadline for Applicants:**

**Date to be filled:** 08/28/2025

jeid-9e107829f7861546a2cf3930f64d6ccb

**Contact Information**

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

**Contact**

N/A

University at Buffalo

## Staff Assistant for Student Unions Operations University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=259231>

Downloaded On: Jul. 12, 2025 10:12am

Posted Jul. 7, 2025, set to expire Aug. 1, 2025

,