

## Operations Assistant, Accessibility Resources University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=261420>

Downloaded On: Aug. 21, 2025 9:08am

Posted Aug. 20, 2025, set to expire Sep. 17, 2025

**Job Title** Operations Assistant, Accessibility Resources  
**Department** Accessibility Resources  
**Institution** University at Buffalo  
Buffalo, New York

**Date Posted** Aug. 20, 2025

**Application Deadline** 09/17/2025  
**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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**Operations Assistant, Accessibility Resources**

### Position Information

**Position Title:** Operations Assistant, Accessibility Resources

**Department:** Accessibility Resources

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/58574>

**Job Type:** Full-Time

### Posting Detail Information

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### Position Summary

**Student Life** is accepting applications to fill the highly visible, **Operations Assistant** position within Accessibility Resources. In this role, you will work as part of a synergistic group serving over 2,000 students with disabilities. You will professionally assist faculty and staff and ensure students equitable access, participation, and benefit in academic courses and throughout university life.

Your responsibilities include:

- Responding to incoming consumer inquiries through all channels to coordinate and implement reasonable accommodations through initial review of medical/psychological documentation and student narrative.
- Support the budget, finance, procurement and Human Resource needs of the department
- Reviewing Accessibility Resources student records for quality assurance.
- Conducting consumer orientation meetings and/or online presentations.
- Providing direct, high level, backfill support as needed.
- Serve as the first line of customer service to students and visitors of the office
- Connect students to appropriate staff or other University support office
- Coordinate maintenance, facilities and technical projects

Accessibility Resources is UB's Center for coordinating services and reasonable accommodations for individuals with disabilities. We value disability as a vital contribution to diversity and provide a safe, welcoming and comfortable environment for students and the University community.

### About Student Life

As a member 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.

### Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.

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- 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

- Associates degree with a minimum of 2 years of experience **or** bachelors degree.
- Computer proficiency using Microsoft Office and managing digital records.
- Effective written and verbal communication.
- Demonstrated ability to work in a fast-paced, complex, dynamic working environment, where detail is critical to success.

### Preferred Qualifications

- Experience with SUNY systems such as SIRI, ShopBlue, ePTF, and Concur.
- Experience working with disabled populations, emphasizing experience in higher education settings in an administrative role.

### Physical Demands

### Salary Range

\$51,261

### Special Instructions Summary

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

No

### Contact Information

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**Contact's Name:** Sarah Huerta Well

**Contact's Pronouns:**

**Contact's Title:** Associate Director

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

**Contact's Phone:** 716-645-2608

**Posting Dates**

**Posted:** 08/19/2025

**Deadline for Applicants:**

**Date to be filled:** 11/20/2025

**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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