

Human Resources Assistant University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=261792>

Downloaded On: Aug. 29, 2025 5:40am

Posted Aug. 28, 2025, set to expire Aug. 4, 2026

Job Title Human Resources Assistant
Department Human Resources
Institution University at Buffalo
Buffalo, New York

Date Posted Aug. 28, 2025

Application Deadline 08/27/2026
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Human Resources

Apply Online Here <https://apptrkr.com/6515485>

Apply By Email

Job Description

Image not found or type unknown



Human Resources Assistant

Position Information

Position Title: Human Resources Assistant

Department: VPSL Human Resources

Posting Link: <https://www.ubjobs.buffalo.edu/postings/58687>

Job Type: Full-Time

Posting Detail Information

Human Resources Assistant University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=261792>

Downloaded On: Aug. 29, 2025 5:40am

Posted Aug. 28, 2025, set to expire Aug. 4, 2026

Position Summary

The Human Resources Assistant is a vital member of the Student Life Human Resources team responsible for handling the HR administrative and operational needs of the office. This role ensures smooth day-to-day HR operations and supports the office in various areas; ultimately contributing to a positive employee experience and the overall success of the team. As the Human Resources Assistant, you will support core human resources functions, process personnel transactions, and serve as the first point of contact for HR assistance in the Division of Student Life.

Your responsibilities will include:

- Customer service, benefits and payroll support
- Personnel transactions and appointment processing
- Maintaining employee records and HR documentation in accordance with university policies and procedures
- Assisting with recruitment, onboarding, offboarding, training, and employee engagement initiatives
- Office administration

About Student Life

Student Life is dedicated to creating a student centered environment that fosters engagement, well being, and success. Guided by four priorities-student engagement, health and wellness, personalized support, and advancing diversity, equity, inclusion, and justice, we provide transformative experiences that empower students to grow, lead, and thrive. As a member of Student Life, you will join a team of passionate professionals united by shared values and commitment to student success. We think big, act boldly, and pursue excellence with purpose. Together, we build inclusive communities, champion discovery, and celebrate the achievements that shape the UB experience.

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. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about the great [benefits](#) the University at Buffalo has to offer.

Human Resources Assistant University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=261792>

Downloaded On: Aug. 29, 2025 5:40am

Posted Aug. 28, 2025, set to expire Aug. 4, 2026

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 demonstrated HR operations or HR administration experience; **or** bachelors degree; **or** an equivalent combination of education and applicable experience
- Proficiency in Microsoft Office software, including Outlook, Word, PowerPoint and Excel
- Ability to prioritize workload while ensuring multiple simultaneous tasks/projects are completed within expected deadlines

Preferred Qualifications

- Excellent organizational, interpersonal, and problem-solving skills
- Proficiency in using HR information systems (HRIS) and other relevant software
- HR Certification

Physical Demands

Salary Range

\$51,261 - \$55,000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Jillian Battaglia

Contact's Pronouns:

Contact's Title: Assistant Director of Human Resources

Contact's Email: jb348@buffalo.edu

Contact's Phone: 716-645-2803

Human Resources Assistant
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=261792>

Downloaded On: Aug. 29, 2025 5:40am

Posted Aug. 28, 2025, set to expire Aug. 4, 2026

Posting Dates

Posted: 08/27/2025

Deadline for Applicants:

Date to be filled: 11/06/2025

jeid-78caeaf09d155245ad2b4ea3df872af9

Contact Information

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

Contact

N/A

University at Buffalo

,