

Administrative Assistant 1 (NY HELPS)
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=262059>

Downloaded On: Sep. 7, 2025 4:13am

Posted Sep. 4, 2025, set to expire Sep. 12, 2025

Job Title Administrative Assistant 1 (NY HELPS)
Department Communicative Disorders and Sciences
Institution University at Buffalo
Buffalo, New York

Date Posted Sep. 4, 2025

Application Deadline 09/12/2025
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Administrative Support/Services

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Apply By Email

Job Description

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Administrative Assistant 1 (NY HELPS)

Position Information

Position Title: Administrative Assistant 1 (NY HELPS)

Department: Communicative Disorders and Sciences

Posting Link: <https://www.ubjobs.buffalo.edu/postings/58730>

Job Type: Part-Time

Posting Detail Information

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Position Summary

The [Department of Communicative Disorders and Sciences](#) in the [College of Arts and Sciences](#) at the University at Buffalo is seeking an **Administrative Assistant 1**. This is a customer service oriented position and requires the incumbent to provide excellent customer service to various populations.

In this role you will, but not limited to:

- Provide general office support such as, answering phones, mailing, copying, scheduling and processing of necessary departmental paperwork
- Provide support to the Department Administrator and Department Chair with day to day operations and meetings.
- Assist with department specific surveys and reports
- Serve as the space reservation coordinator
- Assist with flight and hotel reservations for invited guests as well as preparing honorariums.
- Assist with departmental events.
- Assist with preparing reimbursement paperwork and/or CONCUR requests.

Learn more:

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

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

Non-competitive (NY HELPS):

- high school diploma or high school equivalency diploma
- two years of experience in administrative support
- use of office software (e.g., email, word processing)
- provision of customer service
- business writing

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- management of an office

OR

Competitive (NON-NY HELPS):

Reassignment Requirement: You must have one year of permanent competitive or 55b/c service as an Administrative Assistant 1, SG-11, or Secretary 1.

Reinstatement Requirement: You must be a former state employee to request reinstatement to the title that was held (or transferable title).

Administrative Assistant Trainee 1 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 (SG-6 or above).

Administrative Assistant Trainee 2 Transfer Eligibility Requirement: You must have successfully completed the 52 weeks of service as an Administrative Assistant Trainee 1 and successfully completed the four core administrative support courses.

Administrative Assistant 1 Transfer Eligibility Requirement: You must have either one year of service in a clerical title (SG-9 or above) or completion of a two-year traineeship and successfully completed the four core administrative support courses and the four elective administrative support courses, as designated by the agency.

Preferred Qualifications

- Excellent oral and written communication skills.
- Demonstrated competence in Microsoft Office (creation/maintenance of spreadsheets and documents); i.e., Word, Excel, and databases.
- Attention to detail, accuracy, timeliness, and excellent customer service.
- Ability to establish and maintain effective working relationships with others.
- Ability to organize and maintain office files.

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Physical Demands

Salary Range

\$23,847.50

Special Instructions Summary

All application materials should be submitted via UB Jobs. Application materials submitted directly to the posting contact will not be acknowledged and cannot be considered.

Is a background check required for this posting?

Yes

Contact Information

Contact's Name: Nicole Hayden

Contact's Pronouns:

Contact's Title: HR Officer for Staff Affairs

Contact's Email: nhayden@buffalo.edu

Contact's Phone: 716-645-0729

Posting Dates

Posted: 09/03/2025

Deadline for Applicants: 09/12/2025

Date to be filled:

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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