

## Temporary Office Assistant 1 Pool University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=262982>

Downloaded On: Sep. 25, 2025 5:06pm

Posted Sep. 25, 2025, set to expire Aug. 4, 2026

**Job Title** Temporary Office Assistant 1 Pool  
**Department** The University at Buffalo  
**Institution** University at Buffalo  
Buffalo, New York

**Date Posted** Sep. 25, 2025

**Application Deadline** 09/24/2026  
**Position Start Date** Available immediately

**Job Categories** Classified Staff

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

**Apply Online Here** <https://apptrkr.com/6592868>

**Apply By Email**

**Job Description**

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**Temporary Office Assistant 1 Pool**

### Position Information

**Position Title:** Temporary Office Assistant 1 Pool

**Department:** The University at Buffalo

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/59259>

**Job Type:** As needed

### Posting Detail Information

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### Position Summary

The University at Buffalo is accepting applications in a continuous recruitment effort to fill current and future **Temporary Office Assistant 1** positions. Applicants are contacted on an as-needed basis to fill temporary positions ranging in duration from **one week to 89 days**. Positions range in hours from part-time to full-time. Campus and department may vary depending on the assignment.

As a temporary Office Assistant 1, you will spend the majority of your work time performing a combination of clerical tasks using computer tools such as Microsoft Word and Excel. Tasks may include:

- Providing general office support to a broad and diverse population
- Answering telephones and serving as a point of contact
- Scheduling meetings and maintaining calendars
- Performing basic calculations and data entry
- Carrying out inventory functions
- Assisting with record keeping
- Sorting and distributing mail

This is a great opportunity to gain on-campus experience and professional references. As a temporary employee, you can explore various departments and positions while getting a feel for what its like to work at The University at Buffalo. It is not a guarantee when you join the temporary pool that you will find a permanent position with the university. Applicants seeking permanent employment should visit the UB Jobs [website](#) for other employment opportunities.

Students are encouraged to apply. These temporary positions are a great way for students to participate in the administrative/business side of the university and gain work experience prior to graduation. We encourage students to explore professional opportunities within our institution, and these temporary positions are a great way to see what it would be like to work at UB.

At The University at Buffalo, we recognize the advantages diversity brings to the workforce and have a strong interest in recruiting candidates from underrepresented minority groups and diverse backgrounds. We hope to build a pool of applicants that is reflective of the diverse student population and the larger UB community.

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**This is a pooled posting; positions are filled on an as needed basis.**

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**

There are no minimum qualifications for this position.

**Preferred Qualifications**

**Physical Demands**

**Salary Range**

\$36,232

**Special Instructions Summary**

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

Yes

**Contact Information**

**Contact's Name:** Human Resources

**Contact's Pronouns:**

**Contact's Title:**

**Contact's Email:** ub-hr@buffalo.edu

**Contact's Phone:** 716-645-7777

**Posting Dates**

**Posted:**

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**Deadline for Applicants:** Open Until Filled

**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

University at Buffalo

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