

Office Assistant 2 (NY HELPS), Facilities Finance
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=263040>

Downloaded On: Sep. 26, 2025 2:20pm

Posted Sep. 26, 2025, set to expire Oct. 10, 2025

Job Title Office Assistant 2 (NY HELPS), Facilities Finance
Department Facilities Finance
Institution University at Buffalo
Buffalo, New York

Date Posted Sep. 26, 2025

Application Deadline 10/10/2025
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Facilities/Maintenance/Transportation
Administrative Support/Services

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Job Description

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Office Assistant 2 (NY HELPS), Facilities Finance

Position Information

Position Title: Office Assistant 2 (NY HELPS), Facilities Finance

Department: Facilities Finance

Posting Link: <https://www.ubjobs.buffalo.edu/postings/59267>

Job Type: Part-Time

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Posting Detail Information

Position Summary

The Facilities Finance Department at The University at Buffalo is seeking an **Office Assistant 2**. In this position you will perform complicated clerical and office support activities related to procurement and accounts payable activities for the Facilities Department.

This position may also:

- Supervise one or more lower-level staff.
- Performing oversight activities to ensure that subordinate staff has appropriate resources, is properly trained, and performs high quality work that meets all applicable standards.

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. 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

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

Non-competitive (NY HELPS):

- One year of clerical experience.

OR

Competitive (NON-NY HELPS):

- **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.
- **Reassignment Requirement:** You must hold the same title at the University at Buffalo.
- **Reinstatement Requirement:** You must be a former state employee to request reinstatement to the title that was held (or transferable title).

Preferred Qualifications

- Experience in Microsoft Office including Word, Excel and Outlook.
- Experience with Maximo.
- Knowledge of SUNY Accounts Payable/Procurement guidelines.

Physical Demands

Salary Range

\$25,584.60

Special Instructions Summary

Is a background check required for this posting?

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Yes

Contact Information

Contact's Name: Demetrius Grant

Contact's Pronouns: he/him

Contact's Title: Staff Assistant of Account Payable

Contact's Email: DGrant5@buffalo.edu

Contact's Phone: 716-645-5182

Posting Dates

Posted: 09/25/2025

Deadline for Applicants: 10/10/2025

Date to be filled: 10/31/2025

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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