

Administrative Assistant 1, CAS Human Resources - NY
HELPS
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=267906>

Downloaded On: Nov. 5, 2025 3:54pm

Posted Nov. 5, 2025, set to expire Nov. 13, 2025

Job Title	Administrative Assistant 1, CAS Human Resources - NY HELPS
Department	CAS Human Resources
Institution	University at Buffalo Buffalo, New York
Date Posted	Nov. 5, 2025
Application Deadline	11/13/2025
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Human Resources
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Job Description

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Administrative Assistant 1, CAS Human Resources - NY HELPS

Position Information

Position Title: Administrative Assistant 1, CAS Human Resources - NY HELPS

Department: CAS Human Resources

Posting Link: <https://www.ubjobs.buffalo.edu/postings/59768>

Job Type: Full-Time

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Posting Detail Information

Position Summary

The [College of Arts and Sciences](#) at the University at Buffalo is seeking an **Administrative Assistant 1** to support the HR and Finance units. 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 administrative support to the Unit Business Officer, HR Officer for Faculty Affairs, and HR Officer for Staff Affairs in areas such as preparing correspondence, scheduling of meetings, and maintaining departmental files.
- Provide administrative support for listserv management, website updates, conference room reservations, and email monitoring.
- Provide administrative support for financial transactions at the college level.
- Provide general office support such as, answering phones, reception, mailing, copying, scheduling and processing of necessary departmental paperwork.

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

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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):

- 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
- 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.

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Preferred Qualifications

- Excellent oral and written communication skills.
- Ability to maintain confidentiality and professionalism.
- Demonstrated competence in Microsoft Office (creation/maintenance of spreadsheets and documents); i.e., Word, Excel, and databases.
- Experience with University systems preferred, ePTF, ShopBlue, SIRI, etc.
- Ability to handle routine administrative tasks independently
- 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.

Physical Demands

Salary Range

\$47,695

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?

No

Contact Information

Contact's Name: Nicole Hayden

Contact's Pronouns: She/Her

Contact's Title: HR Officer for Staff Affairs

Contact's Email: nhayden@buffalo.edu

Contact's Phone: 716-645-0729

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Posting Dates

Posted: 11/04/2025

Deadline for Applicants: 11/13/2025

Date to be filled: 12/04/2025

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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