

Office Assistant 1 (NY HELPS)  
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=268771>

Downloaded On: Nov. 29, 2025 8:19pm

Posted Nov. 29, 2025, set to expire Aug. 4, 2026

**Job Title** Office Assistant 1 (NY HELPS)  
**Department** Counseling Services  
**Institution** University at Buffalo  
Buffalo, New York

**Date Posted** Nov. 29, 2025

**Application Deadline** 11/21/2026  
**Position Start Date** Available immediately

**Job Categories** Classified Staff

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

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**Job Description**

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**Office Assistant 1 (NY HELPS), Counseling Services**

**Position Information**

**Position Title:** Office Assistant 1 (NY HELPS), Counseling Services

**Department:** Counseling Services

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/60053>

**Job Type:** Full-Time

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### Posting Detail Information

#### Position Summary

The Division of Student Life is accepting applications for the **Office Assistant 1 (NY HELPS)** position within [Counseling Services](#). In this role, you will perform office support and clerical functions to support the needs of the unit.

#### As an Office Assistant 1, your responsibilities include:

- Serve as the main customer service representative for the office
- Greet and schedule clients
- Provide information about the unit to callers and visitors, direct inquiries appropriately
- Work collaboratively with clinic administrators, mental health providers, graduate-level trainees and student assistants
- Perform clerical duties, assist with daily office operations and train student assistants

The successful candidate will have computer skills, the ability to think critically to solve problems, and strong communication skills. They are able to handle all information with a high level of confidentiality and can provide helpful and courteous service to students, staff, parents, and other members of the University community.

Our team recognizes the advantages diverse perspectives and backgrounds bring to the workplace. We are particularly interested in candidates who share this value and will work to achieve the university's goals of inclusive excellence.

#### About Student Life

[Student Life](#) is dedicated to creating a student-centered environment that fosters engagement, well-being, and success. Guided by four strategic 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'll join a team of passionate professionals united by shared values and a 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.

**Learn more:**

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- 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

There are no minimum qualifications for this position.

### Preferred Qualifications

- Demonstrated strong organizational and communication skills.
- 1-2 years of experience in a healthcare office setting.

### Salary Range

\$36,232

### Special Instructions Summary

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

Yes

### Contact Information

**Contact's Name:** Andrea Greenwood

**Contact's Pronouns:**

**Contact's Title:** Interim director

**Contact's Email:** [ag47@buffalo.edu](mailto:ag47@buffalo.edu)

**Contact's Phone:** 716-645-2720

### Posting Dates

**Posted:** 11/21/2025

**Deadline for Applicants:** Open Until Filled

**Date to be filled:**

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**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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