

Office Assistant 2 (Calculations), Student Response
Center - Capen
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=221893>

Downloaded On: May. 9, 2024 3:47am

Posted Sep. 22, 2023, set to expire Aug. 4, 2024

Job Title	Office Assistant 2 (Calculations), Student Response Center - Capen
Department	Student Response Center - Capen
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 22, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/45433

Apply By Email

Job Description

The [Department of Enrollment Management](#) is seeking an **Office Assistant 2 (Calculations)**. This is a customer service oriented position and requires the incumbent to provide excellent customer service to students, faculty and staff.

Your responsibilities will include the following, but not be limited to:

- research student financial aid, student accounts and records and registration issues.
- provide customer service to our students either in person or through email.
- Collaborate with other departments in order to help the students with their questions
- Distribute daily mail
- Processing of relevant forms, checking for completeness and accuracy
- Serve on various committees as needed

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- Attend ongoing training sponsored by enrollment management

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 America's 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.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact