

Office Assistant 1, College of Arts and Sciences
University at Buffalo, The State University of New York

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Downloaded On: May. 11, 2024 2:11am

Posted Oct. 10, 2023, set to expire Aug. 4, 2024

Job Title	Office Assistant 1, College of Arts and Sciences
Department	CAS Administrative Operations
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 10, 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/45755

Apply By Email

Job Description

The [College of Arts and Sciences](#) and the University at Buffalo are seeking an **Office Assistant 1** to provide administrative support to our departments. This is a customer service oriented position and requires the incumbent to provide excellent customer service to the various populations. As the front-facing administrative support you will be assigned to support one or more departments depending on need and support assignments may change over time.

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

- Provide administrative and reception support to the department. This includes answering the main office phone line, distributing mail, submitting work orders, and maintaining the departmental keys. undergraduate students from the time of acceptance, arrival and throughout the duration of their program of study to conferral.
- Provide administrative support to the Department Administrator, Department Chair, Director of

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Undergraduate Studies (DUS) and Director of Graduate Studies (DGS), in all aspects of student management. This includes exam preparation, course force registration, changing major paperwork, assistance with AAR reports, submit curriculum exceptions, petition and transfer articulation requests, recruitment efforts (preparation of booklets/brochures for prospective students).

- Serve as the point of contact for students. You will also update student information in the appropriate university systems, perform degree audit, assist directors with coordination of open house and other university or departmental functions.
- Compile and maintain current and prospective student files in consultation with Academic Advisors. This includes maintaining spreadsheets and databases for student grades, honors records and reports.

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

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