

Office Assistant 2 - Provisional Pool  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=226403>

Downloaded On: May. 16, 2024 12:59pm

Posted Nov. 29, 2023, set to expire Aug. 4, 2024

<b>Job Title</b>	Office Assistant 2 - Provisional Pool
<b>Department</b>	The University at Buffalo
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Nov. 29, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/46725">https://www.ubjobs.buffalo.edu/postings/46725</a>

**Apply By Email**

**Job Description**

As an **Office Assistant 2**, you would perform clerical and office support work, including processing transactions and maintaining records, in a variety of organizational settings, to meet the requirements of agency programs.

Your tasks may include:

- Design clerical processing procedures.
- Gather, compile, and prepare data from manual or automated files and other sources for various reports, publications, records, or other external or internal communications.
- Respond to questions concerning the operation of the unit or program area.
- Write responses to correspondence.
- Resolve work problems.
- Review forms and applications and make appropriate determinations.

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- Coordinate arrangements for meetings, courses, and other gatherings arrange for rooms, take attendance, and insure that appropriate materials and equipment are available.

The University at Buffalo is accepting applications in a continuous recruitment effort to fill current and future full-time Office Assistant 1 positions. Applicants are contacted on an as-needed basis. Campus and department may vary depending on the assignment.

**This is a pooled posting; positions are filled on an as needed basis.**

### **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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