

Office Assistant 1, Residential Facilities
University at Buffalo, The State University of New York

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Posted Feb. 29, 2024, set to expire Aug. 4, 2024

Job Title	Office Assistant 1, Residential Facilities
Department	Residential Facilities
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Feb. 29, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Facilities/Maintenance/Transportation Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/48766

Apply By Email

Job Description

The University at Buffalo (UB) Office of Residential Facilities (UBRF) is seeking a candidate to fill an **Office Assistant 1** position in the Customer Service branch of its Administrative Services unit. In this role, you will be responsible for supporting and sustaining a world-class customer service program through exceptional personal interactions, application of advanced computer skills, and providing consistent attention to detail.

As the Office Assistant 1, your responsibilities include:

- Provide expert customer service in support of the UBRF Residential Maintenance Services and Residential Custodial Services units
- Handle general receptionist duties to include answering calls for maintenance and custodial

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support requests

- Receive and process inventory orders
- Schedule and organize critical meetings
- Support our incredible team of facilities professionals
- Interact with students, parents, departmental and University staff, as well as outside contractors and vendors.

The successful candidate will have the ability to provide technical, administrative, management, and strong customer service support in an innovative and dynamic work environment.

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. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefits website](#).

About the Office of Residential Facilities

The UB Office of Residential Facilities (UBRF) reports to the Department of Housing Operations and is a dynamic unit within UB dedicated to delivering the best living and learning environments by designing, building, and operating safe, clean, functional, and sustainable facilities that serve as the bedrock of academic success at UB. Responsible for managing 117 buildings totaling 2.5 million square feet, UBRF serves as the backbone of campus housing, accommodating approximately 8,000 UB students annually.

About Student Life

The Department of Housing Operations falls under the UB Division of Student Life. As an employee of Student Life, you will join service professionals, all driven by one shared set of values designed to help ensure students' well-being, create a safe and supportive environment, and promote student success. In Student Life, growth is a shared passion. We aim for excellence, thinking big and going bold. We pursue our goals tenaciously while stewarding the student experience. We build communities and advance diversity in all forms. We encourage discovery and celebrate success.

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.

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Contact Information

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

Contact

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