

Program Support Specialist, Computer Science and  
Engineering  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=231874>

Downloaded On: May. 9, 2024 6:39am

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

<b>Job Title</b>	Program Support Specialist, Computer Science and Engineering
<b>Department</b>	Computer Science and Engineering
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Feb. 29, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Research/Technical/Laboratory
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/48755">https://www.ubjobs.buffalo.edu/postings/48755</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

The [Department of Computer Science & Engineering](#) (CSE) is seeking to hire a **Program Support Specialist** to assist the Department with HR and office functions. The ideal candidate will have some administrative experience, be team oriented, yet able to work independently. This position requires flexibility, efficiency, and the ability to multitask. CSE is a large and dynamic environment, and we are looking for someone who has experience working with diverse populations. Job duties include, but are not limited to:

**HR assistance:**

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- Student EPTF support (UTA, TA/GA, UBF undergraduates)
- Appointment document processing
- Faculty hiring
- Faculty Visas issues

### **Administrative Support**

- Room reservations: manage TA office hours and room assignments, make up exams, etc
- Coordinate effort around Taulbee survey, ABET report, programs review, and other reporting
- Scheduling ad hoc meeting for the department when requested, such as with TT faculty, or with NTT faculty
- Taking minutes during faculty meeting, faculty retreat, DAB meeting, others as assigned
- Tracking DAB membership, terms, addresses, etc
- Monitor and respond to department email alias (cse-dept, cse-info) and alert/assign as needed
- Assist coordinators with enrollment during peak times
- Monitor force registration requests and forward to appropriate coordinator

### **Events**

- Assist at big departmental events like orientations, open house, commencement, retreats, DAB meetings, Demo day
- Coordinate departmental events as a back up to Event coordinator.

### **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](#).

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**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](https://www.AcademicKeys.com/r?job=231874).

As an Equal Opportunity / Affirmative Action employer, the University at Buffalo will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

**Minimum Qualifications**

- Bachelor's degree.
- 1 year administrative experience.
- Will accept a combination of education and experience as an equivalent.

**Preferred Qualifications**

- Experience with digital filing systems, events, and appointment paperwork, such as I9s, tax forms, etc.

**Contact Information**

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

**Contact**

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