

Program Support Specialist, Mechanical and Aerospace
Engineering
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=203454>

Downloaded On: May. 30, 2023 9:42am

Posted Jan. 16, 2023, set to expire Aug. 4, 2023

Job Title	Program Support Specialist, Mechanical and Aerospace Engineering
Department	Mechanical and Aerospace Engineering
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 16, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Educational Services
Job Website	https://www.ubjobs.buffalo.edu/postings/39951
Apply By Email	
Job Description	

Position Summary

The [Department of Mechanical and Aerospace Engineering](#) (MAE) in the [School of Engineering and Applied Sciences](#) (SEAS) the University at Buffalo seeks to fill a **Program Support Specialist** position. We are particularly looking for candidates who can operate effectively in a diverse community of students and faculty and share our vision of helping all constituents reach their full potential.

The primary purpose of this position is to support the department mission by providing faculty with direct research and administrative support. The incumbent will be assigned a subset of faculty and work in collaboration with colleagues and the Director of administration to provide a fully integrated one stop shop for Principle Investigator support. Consequently, a successful candidate will be expected to

Program Support Specialist, Mechanical and Aerospace
Engineering
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=203454>

Downloaded On: May. 30, 2023 9:42am

Posted Jan. 16, 2023, set to expire Aug. 4, 2023

assume the following responsibilities:

Faculty Support:

- Provide project management, fiscal management, and editorial support to the department and all active/prospective Principal Investigators (PIs).
- Requires ability to compressively manage research proposals from pre-submission, including budget preparations and editorial support, to post-award, including student appointments, management of funds, etc.
- The incumbent will provide support to for a subset of faculty research initiatives within the department, and must work closely with faculty while also interfacing with Sponsored Programs and other funding agencies as needed to meet all deadlines and ensure the proper prioritization of tasks.
- Provides administrative support for sponsored research or startup commitment purchasing, hiring and summer salary appointments
- Appoint and track research student appointments including managing UBJobs postings for postdoc and research positions for their faculty.
- Data management to support faculty research and educational initiatives
- Coordinate monthly financial reporting for faculty for research and startup budgets
- The incumbent must be able to balance multiple submissions, as well as other project management tasks simultaneously while meeting all appropriate deadlines and timeframes.

Department Support:

- Support the departments' day to day operations including being the backup for departmental credit card purchases and statement approver.
- Department fiscal spending including, lab spending, personal development funds, ICR funds, IFR Funds

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 School of Engineering and Applied Sciences

[The School of Engineering and Applied Sciences](#) at the University at Buffalo is the largest and most

Program Support Specialist, Mechanical and Aerospace
Engineering
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=203454>

Downloaded On: May. 30, 2023 9:42am

Posted Jan. 16, 2023, set to expire Aug. 4, 2023

comprehensive of the SUNY engineering schools. The MAE Department currently has 38 fulltime faculty and is expected to grow to 44 faculty within the next 3-5 years.

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.

Minimum Qualifications

- Bachelor's degree required and one year of project management and fiscal management required.
- The incumbent must be familiar with creating and maintaining project budgets, managing projects from end to end, and taking initiative to meet deadlines while balancing multiple projects and priorities.
- Excellent writing and communication skills are required. Expertise in Microsoft Office Suite (Word, Excel, PowerPoint) required.
- Working experience with budgets, and personal transactions, advance experience in Microsoft Access and Excel.
- Ability to manage multiple priorities at the same time.

Preferred Qualifications

- Master's degree preferred.
- Preferred 12 months experience working in higher education.
- Ability to learn new technological systems in an efficient manner.

Contact Information



Program Support Specialist, Mechanical and Aerospace
Engineering
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=203454>

Downloaded On: May. 30, 2023 9:42am

Posted Jan. 16, 2023, set to expire Aug. 4, 2023

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

Contact

,