

Program Support Specialist
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=229770>

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Posted Jan. 31, 2024, set to expire Aug. 4, 2024

Job Title	Program Support Specialist
Department	Computer Science and Engineering
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 31, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Fiscal Services Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/47835
Apply By Email	
Job Description	



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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:

- 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](#).

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.

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Qualifications

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

Contact Information

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

Contact

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