

Instructional Support Associate, College of Arts and  
Sciences  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=241839>

Downloaded On: Oct. 4, 2024 8:09am

Posted Jul. 23, 2024, set to expire Nov. 21, 2024

<b>Job Title</b>	Instructional Support Associate, College of Arts and Sciences
<b>Department</b>	CAS Administrative Operations
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Jul. 23, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Research/Technical/Laboratory
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/51714">https://www.ubjobs.buffalo.edu/postings/51714</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Position Summary

The [College of Arts and Sciences](#) at the University at Buffalo is seeking an Instructional Support Associate. In this role you will work collaboratively with two other technicians to assist in the design and creation of research-oriented machined parts, conforming to Arts & Sciences faculty requests.

In this role you will:

- Consult with individual faculty members in the design and/or modification of the prototype device and aiding in the preparation of a schematic drawing in the pre-design stage.
- Collaborate with faculty members, (or with graduate students, postdoctoral research associates

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- or departmental staff) to provide preliminary designs and estimates of labor and material costs.
- Prepare appropriate schematic drawings during the pre-design phase.
- Create innovative parts, devices and equipment in conformance with CAS faculty requests in the undergraduate/graduate teaching laboratories and the research laboratories of the College of Arts and Sciences.

### **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) 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**

- Associate's degree, and 2 years of relevant experience. Combination of education and experience will be considered.
- Demonstrated ability in producing custom parts.
- Candidate must show past history of strong interpersonal skills, an ability to work a tight schedule and the ability to work to exacting specifications on unique parts or pieces of equipment.
- Have familiarity with Mastercam and Autodesk Inventor drawing programs.

### **Preferred Qualifications**

- Associates degree.



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- Haas mill & lathe experience.
- Experience in scientific machining.

### Contact Information

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

### Contact