

Instructional Support Associate, Machinist
University at Buffalo, The State University of New York

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Posted Jan. 9, 2025, set to expire Aug. 4, 2025

Job Title	Instructional Support Associate, Machinist
Department	CAS Administrative Operations
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 9, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory
Job Website	https://www.ubjobs.buffalo.edu/postings/55099
Apply By Email	
Job Description	

Position Summary

The [College of Arts and Sciences](#) at the University at Buffalo is seeking an **Instructional Support Associate** that will work as a Machinist in the College's Machine Shop. 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. 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 [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.

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Preferred Qualifications

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

Physical Demands

- Periods of standing, walking, bending, and stretching.
- Frequent operation of a computer, machine, control or tool.
- Frequently moves objects weighing up to 50 pounds with the assistance of a dolly or cart.

Contact Information

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

Contact

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