

Senior Program Associate, Physical Sciences,
Engineering & Advanced Manufacturing
University at Buffalo

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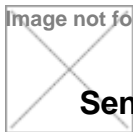
Posted Sep. 29, 2025, set to expire Aug. 4, 2026

Job Title	Senior Program Associate, Physical Sciences, Engineering & Advanced Manufacturing
Department	Business and Entrepreneur Partnerships
Institution	University at Buffalo Buffalo, New York
Date Posted	Sep. 29, 2025
Application Deadline	09/26/2026
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Research/Technical/Laboratory Institutional Advancement Facilities/Maintenance/Transportation
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Job Description

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Senior Program Associate, Physical Sciences, Engineering & Advanced Manufacturing

Position Information

Position Title: Senior Program Associate, Physical Sciences, Engineering & Advanced Manufacturing

Department: Business and Entrepreneur Partnerships

Posting Link:

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<https://www.ubjobs.buffalo.edu/postings/59290>

Job Type: Full-Time

Posting Detail Information

Position Summary

UB Business and Entrepreneur Partnerships (BEP) is seeking a **Senior Program Associate** to strengthen industry engagement and foster collaborative research and development projects in the physical sciences, engineering, and advanced manufacturing sectors. These industries encompass areas such as semiconductors, materials, energy, applied AI for manufacturing, and other technology-driven fields.

The Associate will connect companies with UBs research expertise, facilities, and technology assets; develop proposals and agreements; manage applied R&D projects; and represent BEP in industry-facing activities. This position will oversee UBs partner program of the **NY SMART I-Corridor Tech Hubs Commercialization and Collaboration Center (C3)** and support the **Center of Excellence in Materials Informatics (CMI)**.

Key Responsibilities:

Industry Engagement & Partnership Development

- Serve as a front-door contact for companies in physical sciences, engineering, and advanced manufacturing industries, with a strong focus on the semiconductor industry.
- Identify and cultivate relationships with prospective partners through outreach, events, referrals, and collaboration with BEP colleagues.
- Represent UB and BEP at conferences, trade shows, workshops, and company visits to promote university-industry collaboration.

Project Development & Management

- Support the development of proposals, statements of work (SOWs), budgets, and agreements for collaborative projects, including those funded through state and federal programs.
- Manage active projects to ensure milestones are met, relationships are maintained, and deliverables are reported.

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- Administer and track industry-facing projects supported by BEP programs, including the C3 tech vouchers, interfacing with program sponsors.
- Work with BEP Finance, Sponsored Projects Services, and Technology Transfer to formalize and manage contracts.

University-Faculty Collaboration

- Facilitate engagement between UB faculty and external partners in the physical sciences and advanced manufacturing sectors.
- Help identify and scope research opportunities aligned with faculty expertise and company needs.
- Support faculty participation in BEP programs, including CMI research initiatives and C3 voucher projects.

Outreach, Programming & Reporting

- Contribute to the design and delivery of outreach programs, events, and marketing materials that highlight UB's capabilities and industry partnerships.
- Represent UB in regional Tech Hub and CMI meetings and events.
- Provide regular reports on engagement activities, project outcomes, and emerging opportunities to BEP leadership.

Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- Being a part of the [University at Buffalo community](#).

As an Equal Opportunity / Affirmative Action employer, the Research Foundation 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

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- Bachelors degree
- Three (3) years of experience in business development, entrepreneurship, innovation, or economic development in industry, academia, or government.

This requirement may be satisfied by an equivalent combination of education and experience.

- Ability to manage projects, contracts, and company relationships.
- Willingness to attend events, visit local companies, customers, and faculty.
- Self-motivated to achieve unit and program goals and objectives.
- Excellent communication capabilities, including strong presentation and written skills.
- Strong Microsoft Office proficiency, particularly in Word and Excel.
- Self-motivated, with the maturity to engage with faculty and represent UB to external stakeholders.
- Applicants must be currently authorized to work in the United States on a full-time basis without visa sponsorship.

Preferred Qualifications

- Advanced degree in engineering, engineering technology, or physical sciences and five (5) years of related business development or product development experience in industry, academic, governmental, or economic development settings.
- Experience developing R&D project plans and managing contracts.
- Familiarity with intellectual property protection and technology commercialization.
- Experience with a customer relationship management system (e.g. Salesforce).
- Experience working with or within a university environment.
- Knowledge of NYS and federal economic development and innovation programs.
- Marketing and outreach experience with the business community.

Physical Demands

Salary Range

\$70,000 - \$80,000

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Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Steven Shepler

Contact's Pronouns:

Contact's Title: Senior Finance & Grants Manager

Contact's Email: shepler2@buffalo.edu

Contact's Phone: 716-645-2990

Posting Dates

Posted: 09/26/2025

Deadline for Applicants: Open Until Filled

Date to be filled: 11/03/2025

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Contact Information

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

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Contact

N/A

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