Program Support Specialist, Mechanical and Aerospace Engineering
University at Buffalo

Job Title	Program Support Specialist, Mechanical and Aerospace Engineering
Department	Mechanical and Aerospace Engineering
Institution	University at Buffalo Buffalo, New York
Date Posted	Oct. 8, 2025
Application Deadline	11/05/2025
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Educational Services
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Apply By Email	

Job Description

Program Support Specialist, Mechanical and Aerospace Engineering

Position Information

Position Title: Program Support Specialist, Mechanical and Aerospace Engineering
Department: Mechanical and Aerospace Engineering
Posting Link: https://www.ubjobs.buffalo.edu/postings/59468
Job Type: Full-Time

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Posting Detail Information

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 assume the following responsibilities:

Faculty Support:

○ The incumbent will provide support to for a subset of faculty within the department, and must work closely with faculty while also interfacing with university departments and offices to ensure proper prioritization of tasks.
○ Provide administrative support for purchasing, hiring and onboarding of students.
○ Appoint and track student appointments including managing UBJobs postings for positions for their faculty.
○ Data management to support faculty initiatives.
○ Coordinate monthly financial reporting for faculty for budgets and help the Department Chair to manage overall departmental finances.
○ The incumbent must be able to balance multiple tasks, 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

- Collaborate with SEAS, and faculty to track startup commitments accurately.

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 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.

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.**

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

- Bachelors 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, advanced experience in Microsoft Access and Excel.
- Ability to manage multiple priorities at the same time.

Preferred Qualifications

- Masters degree preferred.
- Preferred 12 month - experience working in higher education.
- Ability to learn new technological systems in an efficient manner.

Physical Demands

Salary Range
$51,261 - $54,000

Special Instructions Summary

Is a background check required for this posting?
No

Contact Information

Contact's Name: David Love
Contact's Pronouns:
Contact's Title: Director of Administration
Contact's Email: djlove@buffalo.edu
Contact's Phone: 716-645-1795

Posting Dates

Posted: 10/07/2025
Deadline for Applicants:
Date to be filled: 11/20/2025

Contact Information

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Contact

N/A

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