

Principal Investigator, Student Support Services
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=264195>

Downloaded On: Oct. 22, 2025 6:16am

Posted Oct. 21, 2025, set to expire Aug. 4, 2026

Job Title Principal Investigator, Student Support Services
Department Student Support Services
Institution University at Buffalo
Buffalo, New York

Date Posted Oct. 21, 2025

Application Deadline 10/20/2026
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Student Services

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Job Description

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Principal Investigator, Student Support Services

Position Information

Position Title: Principal Investigator, Student Support Services

Department: Student Support Services

Posting Link: <https://www.ubjobs.buffalo.edu/postings/59524>

Job Type: Full-Time

Posting Detail Information

Principal Investigator, Student Support Services
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Position Summary

TRIO Student Support Services (SSS), at the University at Buffalo (UB) seeks to hire a **Principal Investigator**. The Principle Investigator provides leadership and oversight of the program along with management of the budget and program goals and objectives.

Key Duties and Responsibilities Include:

- Direct oversight and supervision of all activities in accordance with the established goals and objects of the approved SSS grant project.
- Responsible for recruitment, retention, hiring, supervising, training, coaching and evaluation of program staff members.
- Train staff and other stakeholders pursuant to all applicable federal and university regulations, policies and procedures.
- Implement student recruitment, application, and selection procedures for the SSS grant project.
- Oversee the record-keeping system that facilitates program planning, development, execution, and evaluation.
- Plan and monitor the budget in accordance with program goals and generate financial reports and statements.

TRIO Student Support Services (SSS) is part of the **Cora P. Maloney Center** (CPMC) at the University at Buffalo. Student Support Services serves first-generation students, students from income-eligible backgrounds, and students with a documented disability as they work towards earning their college degree. Students who participate in SSS benefit from comprehensive academic and support services, and personalized attention to assist with graduate school and career preparation, economic and financial literacy, and ultimately persistence to graduate.

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](#).

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As an Equal Opportunity / Affirmative Action employer, the Research Foundation will not discriminate in its employment practices due to an applicants race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

Minimum Qualifications

- Masters degree in education, educational administration, counseling, or related fields.
- Three years experience designing, providing, and assessing comprehensive academic support services to college students with a range of academic needs and are low-income, first generation, and/or have a disability.
- Three years experience in budget management, grant writing experience, and supervisory experience.
- Experience with college admission requirements, academic and financial aid programs.
- Demonstrated proficiency in MS Office suite including word, excel, and outlook.

Preferred Qualifications

Ph.D. degree in higher education, student affairs, student personnel administration or counseling

Physical Demands

Salary Range

\$78,500

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name:

Principal Investigator, Student Support Services
University at Buffalo

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Brenda Reed

Contact's Pronouns:

Contact's Title: Administrative Assistant

Contact's Email: bdreed@buffalo.edu

Contact's Phone: 716-645-5674

Posting Dates

Posted: 10/20/2025

Deadline for Applicants: Open Until Filled

Date to be filled: 12/15/2025

Contact Information

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

Contact

N/A

University at Buffalo

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