

Program Coordinator, Science And Technology Entry
Program (STEP)
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=264452>

Downloaded On: Oct. 27, 2025 4:44pm

Posted Oct. 27, 2025, set to expire Aug. 4, 2026

Job Title	Program Coordinator, Science And Technology Entry Program (STEP)
Department	Science and Technology Entry Program
Institution	University at Buffalo Buffalo, New York
Date Posted	Oct. 27, 2025
Application Deadline	10/24/2026
Position Start Date	Available immediately
Job Categories	Coordinator Classified Staff
Academic Field(s)	Administrative Support/Services
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Job Description

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Program Coordinator, Science And Technology Entry Program (STEP)

Position Information

Position Title: Program Coordinator, Science And Technology Entry Program (STEP)

Department: Science and Technology Entry Program

Posting Link: <https://www.ubjobs.buffalo.edu/postings/59628>

Job Type:

Program Coordinator, Science And Technology Entry
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Full-Time

Posting Detail Information

Position Summary

The University at Buffalo (UB) [Science and Technology Entry Program \(STEP\)](#) seeks to hire a **Program Coordinator** to oversee student recruitment and programming. The Program Coordinator will establish, cultivate, and steward relationships with internal and external partners as appropriate to further the mission of UB STEP. This position reports to the STEP Director.

Key accountabilities and responsibilities

- Recruit and retain student participants
- Develop and implement academic courses, research, and mentoring activities
- Create and organize student programs
- Provide academic and personal advisement to student participants
- Outreach to parents and community stakeholders to build collaborative partnerships
- Manage a caseload of students

The [Science and Technology Entry Program \(STEP\)](#) is a grant funded program that prepares secondary school students (in grades 7 to 12), who are economically disadvantaged for entry into college and improves their participation rate in mathematics, science, technology, health-related fields and licensed professions.

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 applicants race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.

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Minimum Qualifications

- Bachelors Degree in Education, Psychology, Counseling, Social Work or a related field
- One or more years of teaching or counseling experience
- Experience with lesson planning, classroom management and the use of data in practice.
- Experience working with economically disadvantaged students and /or afterschool programs.
- Strong interpersonal communication skills with ability to communicate clearly, effectively and respectfully with diverse populations.

Preferred Qualifications

- Experience with curriculum design
- Experience advising and mentoring students

Physical Demands

Salary Range

\$51,000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Brenda Reed

Contact's Pronouns:

Contact's Title: Administrative Assistant 1

Contact's Email: bdreed@buffalo.edu

Contact's Phone:

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716-645-6013

Posting Dates

Posted: 10/24/2025

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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