September 1, 2015

Dear Industry Partner,

The University at Buffalo’s NYS Center of Excellence in Materials Informatics (CMI) is proud to sponsor, for the second year, “The Advanced Manufacturing Career Experience Program,” offering local advanced manufacturing companies the opportunity to develop your workforce and obtain vital support to grow your business, while increasing student awareness of area companies.  There is **no cost** to the company associated with this program.

In this time-limited program, the CMI will sponsor UB students to work part time in local advanced manufacturing companies during the Spring 2016 Semester.  This program is open to full-time undergraduate and graduate UB students of all majors and programs, therefore the positions may be in any role of an advanced manufacturing company: business, marketing, manufacturing, information technology, support, quality control, engineering or lab sciences.  The program’s goal is to provide companies with short-term project assistance while providing real-world experience for UB students.

To be considered, companies may submit job postings, using the form found on the next page, to Sandra Small, Ph.D. ([sksmall@buffalo.edu](mailto:sksmall@buffalo.edu)) by **5pm on Monday, September 21, 2015**.  Positions may be for 12-18 hours per week for 12 weeks during the Spring 2016 Semester. Companies are allowed to submit multiple postings for consideration.

Eligible companies must have a presence in the advanced manufacturing sector, be located in the greater Buffalo area, and provide one or more postings with clearly defined duties and responsibilities.  We encourage you to submit as soon as possible, as there are a limited number of spots available. Postings will be reviewed by a committee for final selection into the program. Companies will be notified of the status of your application(s) into the program **by October 6, 2015**, at which time the accepted postings will be made available to UB students.

Please do not hesitate to contact Sandra Small with further questions regarding this opportunity.

Sincerely,

Sandra Small, Ph.D.

Workforce Development Associate

NYS Center of Excellence Bioinformatics and Life Sciences

701 Ellicott Street

Buffalo, NY 14203

716.888.4851

[sksmall@buffalo.edu](mailto:sksmall@buffalo.edu)

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**Advanced Manufacturing Career Experience Program**

**Posting Submission Form**

**Company Name:**

**Location:**

**Company Description:**

**Position Title:**

**Duties and Responsibilities**

**Minimum Requirements**

* Full time UB student, graduate or undergraduate, in good academic standing

**What will the student gain from this experience?**

**The program is based on 12 weeks of work, please indicate how many hours per week, between 12-18, you are requesting for this position:**

**Position Supervisor:**

**Compensation:** $12 per hour

**To apply, submit resume and cover letter to:**

**Any additional information you would like candidates to submit**



**UB Career Experience Program**

**FAQ**

**What are the eligibility criteria for companies to participate?**

Companies must be in the life sciences, materials informatics or advanced manufacturing sectors and be for-profit.

**How will postings be chosen?**

Postings will be reviewed by a committee for acceptance into the program. Clarity of the duties and responsibilities of the students, timeliness of posting submissions, and alignment to the mission of the program will be taken into consideration for selection.

**When must I inform Sandra Small of the student chosen for the position?**

By November 23, 2015.

**Is there a contract between UB and my company?**

Yes. An authorized company representative must sign a contract agreeing to the responsibilities of UB and the company.

**May I select a student who has participated in the program previously?**

No.

**How is IP from the company protected?**

It is the company’s responsibility to discuss IP confidentiality with the student.

**How are students’ hours tracked?**

The company supervisor is required to confirm the student’s hours via a signature on the back of the UB timesheet. The timesheet file will be provided to the student before the start of the semester. The **original timesheet** is then submitted to [Diane Plinke](mailto:dianepli@buffalo.edu), at UB, for processing. Copies are not accepted by Human Resources. Timesheets are due to Diane by the Tuesday before they are due to HR; the due dates can be found here: <http://hr.buffalo.edu/files/phatfile/RF_Biweekly_PR.pdf>.

**How many hours may the student work?**

Companies may request, in their posting applications, the average hours per week. This may be for no less than 12 hours and no more than 18 hours per week. The student may not work more than 20 hours in any given week.

**Does the company need to provide funding or match?**

No.

**When may the student start work?**

If all required paperwork is completed, the student may begin working at the start of the Spring 2016 Semester, January 25, 2016.

**When does the student’s time end?**

When the student has reached the maximum of 144 hours of work **or** the end of the semester, May 6, 2016, whichever comes first.

**What criteria do students need to participate?**

Participants must be full time graduate or undergraduate students in good academic standing at The University at Buffalo.

**Are postings restricted to technical positions?**

No. The program is open to all positions within a life sciences or advanced manufacturing company. The goal of the program is to bring awareness to the variety of careers in these sectors.

**Who supervises the student?**

The company must assign a supervisor to the student.

**How does the student get paid?**

The student is an employee of the Research Foundation (RF) and will be paid through UB. Paychecks may be picked up at 120 Crofts Hall, North Campus.

**Can a company submit more than one posting?**

Yes. All postings will be reviewed by a committee for selection into the program.

**How much will the student be paid?**

Students will be paid $12/hour.

**Can a student work for more than one company through this program?**

No.

**Whom should I contact regarding timesheet or payroll questions?**

Diane Plinke

[dianepli@buffalo.edu](mailto:dianepli@buffalo.edu)

716-881-8900

**Whom should I contact with general questions about the program?**

Sandra Small, PhD

[sksmall@buffalo.edu](mailto:sksmall@buffalo.edu)

716-888-4851