

Curriculum Coordinator, Office of Medical Curriculum
University at Buffalo, The State University of New York

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Posted Oct. 20, 2023, set to expire Aug. 4, 2024

Job Title	Curriculum Coordinator, Office of Medical Curriculum
Department	Jacobs School of Medicine and Biomedical Sciences
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 20, 2023
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Educational Services
Job Website	https://www.ubjobs.buffalo.edu/postings/46014

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Job Description

The Office of Medical Curriculum is seeking a creative and organized person to join our team as a Curriculum Coordinator. In this position, you will assist faculty and students with the day-to-day operations of curricular activities in the Jacobs School of Medicine and Biomedical Sciences. You will also have the opportunity to contribute to long-term curriculum development projects.

Key responsibilities:

- Coordinate medical student courses. This includes managing day-to-day logistics and support, while also assisting students.
- Logistically support the transition to our revised curriculum, which begins in July 2024.
- Collaborate with faculty to plan curricular activities that follow educational best practices.
- Assist with data gathering to support continuous quality improvement of the curriculum.
- Support the Administrative Director of Curricular Operations and Office of Medical Education Deans with curriculum development.

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From our founding as a medical school in 1846, to paving the way for future physicians, the Jacobs School of Medicine and Biomedical Sciences builds upon its proud legacy of teaching, patient care and scientific discovery. You can find out more about the Offices of Medical Education here.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness. Visit our benefits website to learn about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

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.

Contact Information

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

Contact

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