

Associate College Registrar, Jacobs School of Medicine
and Biomedical Sciences
University at Buffalo, The State University of New York

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Downloaded On: May. 8, 2024 9:30am

Posted Jan. 10, 2024, set to expire Aug. 4, 2024

Job Title	Associate College Registrar, Jacobs School of Medicine and Biomedical Sciences
Department	Jacobs School of Medicine and Biomedical Sciences
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 10, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Admissions/Student Records/Registrar
Job Website	https://www.ubjobs.buffalo.edu/postings/47480
Apply By Email	
Job Description	

Position Summary

The Office of Student and Academic Affairs (OSAA) | [Offices of Medical Education \(OME\)](#) cater to the diverse needs of medical students in the Jacobs School of Medicine and Biomedical Sciences at the University at Buffalo. OSAA provides services to a variety of populations within the school including current students, alumni, visiting students, academic and administrative departments while promoting medical student success, development and well-being through an integrated holistic student affairs environment based upon longitudinal relationships, robust programming and personalized initiatives.

We are actively seeking a dynamic and detail-oriented individual to join our team as the **Associate College Registrar**. In this pivotal role, the selected candidate will be instrumental in ensuring a seamless academic experience for our medical students. Key responsibilities encompass a diverse

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range of functions, including academic advisement, enrollment management, degree audit, and compliance with academic policies. Additionally, the role involves the supervision of an SL-3 Assistant College Registrar. The successful candidate will contribute significantly to registrar services, overseeing the accurate maintenance of student records, and playing a central role in degree audit processes. This position is integral to fostering a supportive academic environment and promoting adherence to academic standards and policies.

Key responsibilities include:

- Ensure compliance with all policies and procedures as outlined in the Jacob School of Medicine's [Academic Status Policies](#) as well as adhering to UB's Office of Registrar's guidelines and policies related to the student data and records residing in the student information system and linked systems.
- Oversight and coordination of scheduling, placement of clerkships, clinical electives and registration activities in UB's HUB SIS while ensuring the integrity of all student records for medical students and the populations we serve.
- Oversight for grading submissions, graduation audits, and diploma orders, ensuring accuracy and compliance.
- Oversight of academic advisement and planning for students, including Academic Advisement Reporting (HUB AAR) maintenance.
- Administer Academic Review, Academic Status Policy & Compliance, Leave of Absence, and Academic Withdrawal processes.
- Oversight of AAMC's Visiting Student Learning Opportunities (VSLO) program and process for home and visiting medical students.
- Maintenance of medical school academic calendar, term/session tables, course catalog and scheduling in UB's HUB SIS.
- Oversight with communications (including website); maintenance and strategy and planning for these areas but not limited to medical school coursebook, calendar, UBLeads courses, embedded forms, etc.
- Collaborating with various external entities for access and data verification.
- Oversight of current students and alumni services, including degree verification, transcript/diploma requests, loan deferments, professional licensure verifications, etc.
- Assisting with various student programming events, such as class meetings, orientation, and graduation ceremonies.

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.

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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.

Minimum Qualifications

- Bachelor's degree with 3 years of course scheduling, registrar, or other related work experience. A combination of education and experience may be considered in lieu of the requirement.
- Experience with UB systems, HUB, Infosource, SIRI.
- Exceedingly well organized, possess high attention to detail and display accuracy in all areas of responsibility.
- Exceptional interpersonal communication skills (oral and written) with a highly developed degree of tact and diplomacy exhibiting understanding, appreciation and respect for all individuals in a diverse environment.
- Strong working knowledge of MS Office and database experience.
- Possess and display a high-level of customer service to all constituents.

Contact Information

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

Contact

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