

Administrative Assistant  
University at Buffalo, The State University of New York

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Posted Dec. 2, 2019, set to expire Apr. 2, 2020

<b>Job Title</b>	Administrative Assistant
<b>Department</b>	Jacobs School of Medicine and Biomedical Sciences
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Dec. 2, 2019
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Administrative Support/Services
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**Job Description**

The Jacobs School Office of Medical Curriculum is seeking to hire a full-time administrative assistant. The incumbent will support both an Associate Dean for Medical Curriculum and the Office of Medical Curriculum, especially with the Curriculum Revision and Redesign project. This position will be part of a collaborative, creative, innovative team in the Office of Medical Curriculum and work with the Curriculum Committee, students, community members, faculty, Deans and hospital administrators as an assistant in the design of the new Jacobs School Medical Curriculum, expected to launch in 2022.

- Assist in the formulation of program/project outlines and procedures which will include gathering statistical data to prepare reports.
- Prepare slides, informational updates, other multimedia forms and presentations for a variety of audiences regarding the curriculum revision process.
- Set-up and maintain meeting notes, agendas, files and documents related to specific activities and projects as well as planning meetings and retreats



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- Provide administrative support for the Associate Dean for Curriculum, including: managing calendar, arranging meetings including groups, preparing meeting materials and minutes as needed, coordinating travel, managing email as requested

Salary Range: \$28,000 - \$32,000

**Contact Information**

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

**Contact**