

Office Assistant 2
University at Buffalo, The State University of New York

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Posted Jul. 21, 2020, set to expire Nov. 20, 2020

Job Title	Office Assistant 2
Department	Obstetrics & Gynecology
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jul. 21, 2020
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
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Job Description

The Office Assistant 2 will have direct responsibility for 2nd, 3rd, and 4th year medical students within the Department of Obstetrics and Gynecology, Jacobs School of Medicine and Biomedical Sciences. The Office Assistant 2 will ensure that their activities are coordinated and monitored to ensure that all requirements within the department are met. The Office Assistant 2 will work closely with the Director of Medical Education for the Department of Obstetrics & Gynecology and take direction from them. They will also work closely with Attending Physicians and Residents within the Department of Obstetrics and Gynecology as well as Volunteer Faculty in the community.

2nd Year Medical Student Responsibilities

- Coordinate and monitor the completion of the CPM breast and pelvic small group sessions.

3rd Year Medical Student Responsibilities

- Coordinate the activities of eight, 6-week clerkships throughout the year. This includes organizing an orientation for each group; scheduling didactic lectures by the faculty; setting up and monitoring the

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use of e*Value; organizing student clinical schedule and fielding student issues/questions that may arise during the course of the clerkship. The Medical Student Coordinator will also assist the Medical Student Director with gathering all the relevant information for grading purposes and will be responsible for assisting with proctoring the shelf exams given at the end of each clerkship.

4th Year Medical Student Responsibilities

- Coordinate medical student elective choices into HUB and communicating information to the appropriate faculty.

Education Committee Responsibilities

- Attend and take minutes at the Education Committee meetings.

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