

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

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Posted May 9, 2022, set to expire Sep. 6, 2022

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	May 9, 2022
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/34819

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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 second-year medical student courses. This includes managing day-to-day logistics and support, while also assisting students as they navigate the curriculum.
- * Collaborate with faculty to plan curricular activities that follow educational best practices.
- * Assist with data gathering to support continuous quality improvement of the curriculum.
- * Maintain the Curriculum Inventory.
- * Assist with administration of the medical student testing platform.
- * Support the Senior Staff Assistant and Office of Medical Curriculum Deans with curriculum

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development.

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.

Salary Range: \$48,000 - \$50,000

Contact Information

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

Contact