

Dental Clinic Rotation Scheduler, Clinics  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=220693>

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Posted Sep. 1, 2023, set to expire Aug. 4, 2024

<b>Job Title</b>	Dental Clinic Rotation Scheduler, Clinics
<b>Department</b>	Clinics
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Sep. 1, 2023
<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>	Health Services Administrative Support/Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/44906">https://www.ubjobs.buffalo.edu/postings/44906</a>

**Apply By Email**

**Job Description**

The University at Buffalo [School of Dental Medicine](#) in the University at Buffalo School of Dental Medicine is seeking applicants for a full time Dental Clinic Rotation Scheduler who will have the following major responsibilities:

- Serve as a supervisor to a team of patient managers including management duties such as: approving time off, performance reviews, hiring, terminations, work assignments, team meetings and producing production reports for the team.
- Manage the assigning of faculty chairs in the dental management software ahead of each semester.
- Facilitate daily changes to the clinic schedule through coordination of challenging faculty and student schedules. This includes reaching out to faculty and staff to ensure there is no gap in

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patient coverage.

- Provide monthly reporting to leadership on faculty clinic effort.
- Build, distribute and maintain rotation schedules for all Pre-Doc students each semester.
- Thoroughly communicate all changes to schedules with effected parties in the clinic and the school.
- Additional project work as assigned by leadership.

Monday - Friday

8:00 a.m. - 4:30 p.m.

Salary is commensurate with experience and ranges \$40,000 - \$60,000

### **Outstanding Benefits Package**

Working at University at Buffalo Foundation (UBF) 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 [UBF 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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