

Academic Coordinator, Physiology and Biophysics
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=231780>

Downloaded On: Jun. 30, 2024 10:35am

Posted Mar. 1, 2024, set to expire Aug. 4, 2024

Job Title	Academic Coordinator, Physiology and Biophysics
Department	Physiology and Biophysics
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Mar. 1, 2024
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/48728
Apply By Email	
Job Description	

Position Summary

The [Department of Physiology and Biophysics](#) located at the Jacobs School of Medicine and Biomedical Sciences campus seeks to hire innovative and highly professional **Academic Coordinator** who is passionate about assisting students as they progress through their academic journey, from new student orientation to graduation.

The **Academic Coordinator** will be responsible for assisting in the administration of the undergraduate and graduate programs under the direction of the Department Chair.

A successful candidate should have a strong commitment to students' development and a positive and solution-focused attitude to working life. A candidate should be highly motivated, collaborative,

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communicative, and accessible.

Position Duties Include:

- Instructional support for undergraduate/graduate courses
- Assist with student questions about course requirements and enrollment
- Force registrations
- Exam preparation and proctoring
- Process graduate student applications in Slate
- Processing of graduate student paperwork such as tuition and scholarship forms
- Room reservations for class and non-class related events
- Work with UBIT to manage classroom recordings
- Maintain/update departmental website
- Projects as requested
- Departmental Seminar Series assistance
- Academic related purchasing and procurement
- General office clerical assistance
- Student related event planning and coordination
- Assist faculty with grading policies and procedures
- Collaboration with various academic related central offices

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. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more 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

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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 required and 1 or more year of experience in higher education administration, administrative support, or academic course related management.
- Experience with MS Office products-Word, Excel, PowerPoint, Outlook.
- Applicant must possess strong writing, communication and data management skills as well as excellent interpersonal skills.
- Applicant must be highly organized and able to handle multiple tasks.
- Expertise with modern higher education software systems and technology

Preferred Qualifications

- Masters Degree
- 3 or more years of experience in higher education higher education administration, administrative support, or academic course related management.
- Experience with UB systems (HUB, Slate, Brightspace (UB Learns), Panopto, Siri, Concur)

Contact Information

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

Contact