

Continuing Education Coordinator, Pharmacy Practice  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=232659>

Downloaded On: Jun. 20, 2024 10:02pm

Posted Mar. 11, 2024, set to expire Aug. 4, 2024

<b>Job Title</b>	Continuing Education Coordinator, Pharmacy Practice
<b>Department</b>	Pharmacy
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Mar. 11, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Educational Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/49034">https://www.ubjobs.buffalo.edu/postings/49034</a>

**Apply By Email**

**Job Description**

The UB [School of Pharmacy and Pharmaceutical Sciences](#) (SPPS) is actively seeking a **Continuing Education Coordinator** to play a crucial role in supporting the school's continuing education (CE) programs. As a Continuing Education Coordinator, you will contribute to the seamless execution of both in-person and webinar-based continuing education initiatives. Additionally, you'll collaborate closely with the Director of Postgraduate Education and the Postgraduate Education Coordinator on various projects, ensuring the overall success of programs.

**Key Responsibilities/Job Duties:**

- Organize both in-person (live and webinar) and home study continuing education (CE) events.
- Prepare necessary documentation, including co-sponsor agreements, attendance records, and evaluations.

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- Maintain accreditation-related records and participate in preparation of accreditation reports.
- Interact with participants, addressing inquiries and providing essential information.
- Handle logistics, scheduling, and documentation related to CE programs.
- Attend divisional meetings and actively contribute to discussions.
- Update promotional materials and CE program websites.
- Assist with budget preparation and distribution as needed.

### Skills and abilities:

- Strong written and verbal communication skills
- Ability to balance multiple projects and other responsibilities with accuracy and attention to detail while meeting appropriate deadlines and timeframes.
- Strong organizational skills.
- Effective problem-solving skills.
- Ability to work independently and as part of a team.

### Outstanding Benefits Package

Working at 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

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applying for or inquiring about this job announcement.

**Contact**

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