

Academic Administrative Coordinator, Department of
Surgery
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=233164>

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Posted Mar. 20, 2024, set to expire Aug. 4, 2024

Job Title	Academic Administrative Coordinator, Department of Surgery
Department	Surgery
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Mar. 20, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/49217

Apply By Email

Job Description

The [Jacobs School of Medicine and Biomedical Sciences](#) (JSMBS), University at Buffalo (UB), State University of New York, [Department of Surgery](#) is seeking an **Academic Administrative Coordinator**.

Responsibilities included:

- Manage meeting requests;
- Prepare correspondence as requested;
- Make travel arrangements and assist with reimbursement requests;
- Assist in the planning of events;
- Coordinate committee meetings and provide administrative support to faculty members;
- Assist in processing faculty promotions;

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- Act as backup reception when needed;
- Coordinate & participate in Block Orientation for Advanced surgery electives;
- Assist student's concerns and interface with Clerkship Director as needed;
- Disburse/track student evaluations to attendings;
- Coordinate quarterly OSCE exams.

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 applying for or inquiring about this job announcement.

Contact