

Clinical Affairs Assistant
University at Buffalo, The State University of New York

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Posted May 3, 2024, set to expire Sep. 2, 2024

Job Title	Clinical Affairs Assistant
Department	Clinics
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	May 3, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/49901

Apply By Email

Job Description

The University at Buffalo [School of Dental Medicine](#) (SDM) is seeking an **Clinical Affairs Assistant**. This position will report to the Senior Director of Clinical Affairs. This individual works closely with the department of Clinical Affairs leadership to provide administrative support to maintain the efficient effective workflow of the Clinical Affairs department, the direct reports of the Associate Dean of Clinical Affairs and to ensure efficient operation of the dental clinicals.

Duties and responsibilities will include:

- Directly support the Associate Dean for Clinical Affairs, Senior Director of Clinical Operations and the Director of Patient Care.
- Daily tasks include mail sorting and distribution, coordinating/scheduling of meetings and provide administrative support, supply ordering.
- Classroom/conference room scheduling, catering of events & meetings, equipment maintenance



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work orders.

- Serve as reception when needed, and other Clinical Affairs departmental administrative functions.
- Produce and distribute correspondence memos, emails, letters, faxes and forms.
- Maintain Outlook calendars and organize and schedule appointments/meetings.
- Performs other tasks assigned by clinical operational leadership as needed.

Monday - Friday

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

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