

Clinical Immersions Program Administrator, Jacobs  
School of Medicine and Biomedical Sciences  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=242623>

Downloaded On: Aug. 10, 2024 1:26pm

Posted Aug. 2, 2024, set to expire Dec. 2, 2024

<b>Job Title</b>	Clinical Immersions Program Administrator, Jacobs School of Medicine and Biomedical Sciences
<b>Department</b>	Jacobs School of Medicine and Biomedical Sciences
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Aug. 2, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Research/Technical/Laboratory
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/51940">https://www.ubjobs.buffalo.edu/postings/51940</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

#### Position Summary

The [Office for Medical Curriculum](#) of the Jacobs School of Medicine and Biomedical Sciences seeks to hire an experienced and highly responsible professional to serve as **Clinical Immersions Coordinator** for its new [Well Beyond](#) curriculum.

This position will manage the day-to-day operations for the Phase 1 Clinical Immersions Program. The position calls for a self-directed, creative professional who exercises sound and independent judgment. This position reports to the Director of Clinical Immersions.

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**Duties / Responsibilities:**

- Manage daily operations of the Phase 1 Clinical Immersion Program.
- Function as the first-contact liaison to and provides primary support to students, faculty, residents, community faculty, site administrators, and school administration for any issues or questions relating to the Clinical Immersions.

**Develops and organizes student rotation schedules, didactic lectures, assessments**

- Completes student assignments for inpatient, outpatient ambulatory and procedural rotations with appropriate follow-up to the specific faculty member and/or site administrator.
- Organize and provide administrative support for student didactic lecture schedules
- Compiles student assessments and evaluations and provides thematic analysis/summary reports by site to be shared with stakeholders
- Collaborate with Director and site leads/administration to develop and deliver synchronous and asynchronous orientation materials.

**Data management through MedHub and UB Box.**

- Record conferences, upload syllabus and handouts for each immersion rotation; annotate records when changes occur.
- Manage all evaluations completed by students and faculty evaluation of student performance.
- Enter assessment grades and review for accuracy; file report with Office of Medical Education.
- Organize and manage all student documents required for central monitoring; submit to Office of Accreditation and Quality Improvement.

**General Support**

- Assist in development of annual reports and events.
- Assist in faculty development programs

**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

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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 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
- Effective interpersonal, oral, and written communication skills.
- Excellent computer skills: must be proficient in Word, Excel and Outlook in a Microsoft Windows environment.
- Impeccable attention to detail.
- Able to coalesce, analyze and assimilate data.
- Able to exhibit a high level of confidentiality.
- Excellent organizational skills.
- Able to determine and balance work priorities and meet competing deadlines.
- Able to work both independently and collaboratively.

### **Preferred Qualifications**

Experience with UB systems and policies.

### **Contact Information**

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



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**Contact**

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