

Program Coordinator - Health Sciences Scholarly Project,
Jacobs School of Medicine and Biomedical Sciences
University at Buffalo, The State University of New York

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Posted Aug. 15, 2024, set to expire Aug. 4, 2025

Job Title	Program Coordinator - Health Sciences Scholarly Project, Jacobs School of Medicine and Biomedical Sciences
Department	Jacobs School of Medicine and Biomedical Sciences
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Aug. 15, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Research/Technical/Laboratory Educational Services
Job Website	https://www.ubjobs.buffalo.edu/postings/52185

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Job Description

The Jacobs School of Medicine [Offices of Medical Education](#) is seeking a **Program Coordinator** for the Health Sciences Scholarly Project.

As part of the new Well Beyond curriculum, students will complete a scholarly project related to medicine or health care with the mentorship of a faculty member. Projects may be in bench or clinical research, public health, quality improvement, health systems science, education, and other disciplines/domains. The Health Systems Scholarly Project (HSSP) builds on the Scientific Literacy and Inquiry (SL&I) Course which extends throughout Phase 1 of the curriculum (the first 3 semesters), and culminates with a presentation of their completed HSSP project. The SL&I course prepares

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students to understand and engage in evidence-based medicine and research focused activities. The HSSP aims to help students develop self-directed learning and team science skills, scientific curiosity, and habits of life-long learning. Students will prepare for and contribute to their scholarly project in each semester/phase and will participate in HSSP sessions and submit required assignments and progress reports.

To support the success of this important requirement in the Well Beyond curriculum, the Offices of Medical Education is seeking a staff member who will serve as Program Coordinator for the Health Sciences Scholarly Project. The Program Coordinator will report to the Director of the HSSP, the Administrative Director of Curricular Operations, and the Associate Deans for Curriculum.

Specifically they will:

- Track student progress of HSSP program requirements throughout Phase 1-3
- Facilitate the placement of students with research mentors in collaboration with the Director of HSSP
- Understand timelines and requirements and serves as a point of contact for students, research mentors, faculty, and staff for HSSP program related inquiries
- Coordinate program activities, including: classroom reservations and AV needs, communication to faculty and students, and program evaluations
- Work with the Director of HSSP to schedule meetings, set agenda, coordinate communication and record minutes
- Disseminate information on HSSP and SL&I program to various stakeholders
- Communicate with students about project requirements and other daily inquiries
- Create surveys in collaboration with Director of HSSP to match students and mentors with appropriate research projects
- Liaise with all levels of leadership, mentors and administrative staff across schools and departments
- Engage in a continuous quality improvement process to strengthen the program
- Maintain lists and databases of opportunities for Health Science Scholarly Projects, project mentors, current practices for similar projects from other institutions
- Assist with developing an infrastructure and systems to support medical student participation in new or existing research/scholarly activities
- Create and maintain web presence (with leadership and IT support) for the program to highlight information, opportunities, and programmatic successes
- Perform other duties as assigned as related to HSSP and the completion and promotion of research and medical education at the Jacobs School

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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

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