

Curriculum Office Administrator, Office of Medical
Curriculum
University at Buffalo, The State University of New York

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Posted Sep. 23, 2024, set to expire Aug. 4, 2025

Job Title	Curriculum Office Administrator, Office of Medical Curriculum
Department	Jacobs School of Medicine and Biomedical Sciences
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Sep. 23, 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/52976

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Job Description

The Jacobs School [Office of Medical Curriculum](#) is seeking to hire a full-time **Administrative Assistant**. The incumbent will support Deans for Medical Curriculum and the Office of Medical Curriculum, especially with the Well Beyond curriculum revision. This position will be part of a collaborative, creative, innovative team in the Office of Medical Curriculum and work with the Curriculum Committee, students, community members, faculty, Deans and hospital administrators.

Responsibilities:

- Provide administrative support for the Associate and Assistant Deans for Curriculum, including: managing calendar, arranging individual and group meetings, communicating with students, faculty, staff and community members as needed, coordinating travel, managing email as requested.

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- As the primary administrative assistant for the Well Beyond Curriculum: assist in the planning of presentations, retreats and other projects for a variety of audiences (e.g. students, faculty, administrators, community members) and preparation of meeting materials such as PowerPoints, Google Docs & Sheets and Excel spreadsheets.
- Set-up and maintain meeting notes, summarize meeting discussions, agendas, files and documents related to specific activities and projects within the Curriculum Office.
- Assist in the preparation of a variety of Curriculum Office administrative tasks, including purchasing and exam proctoring.
- Serve as the primary administrator for two courses: IDM 559 and IDM 820.

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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