

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

Direct Link: <https://www.AcademicKeys.com/r?job=245571>

Downloaded On: Aug. 2, 2025 1:30am

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

<b>Job Title</b>	Curriculum Office Administrator, Office of Medical Curriculum
<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>	Sep. 23, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/52976">https://www.ubjobs.buffalo.edu/postings/52976</a>

**Apply By Email**

**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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