

Learning Specialist, Medical Education and Educational
Research Institute (MEERI)
University at Buffalo, The State University of New York

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Posted Oct. 1, 2024, set to expire Aug. 4, 2025

Job Title	Learning Specialist, Medical Education and Educational Research Institute (MEERI)
Department	Jacobs School of Medicine and Biomedical Sciences
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 1, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Educational Services
Job Website	https://www.ubjobs.buffalo.edu/postings/53186

Apply By Email

Job Description

The Jacobs School of Medicine and Biomedical Sciences is currently seeking a **Learning Specialist** to join our team. The Learning Specialist will provide individual support to medical students and group level support through workshop sessions focusing on topics such as time management, study techniques, and high-volume learning and test-taking strategies. A significant portion of time will be dedicated to providing academic support for students in preparation for medical licensure exams and National Board examinations.

The Learning Specialist does not need to be an expert in science or medicine, but does need a strong background in learning sciences, academic support in higher education, and a thorough understanding of the unique pressures and expectations of medical school. In addition to meeting with students and preparing and presenting workshops sessions, the successful candidate will be expected to collaborate

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with other offices, programs, and departments within the Jacobs School and across the University to aid in the academic progress of medical students. This will include maintaining student records in compliance with FERPA and keeping accurate documentation of sessions, meetings, and other communication as appropriate.

This position reports directly to the Associate Dean for Medical Education.

Primary Responsibilities:

- Design and coordinate programs that support student retention, academic success, and individualized support throughout the medical school curriculum. This includes programming for USMLE and NBME exam preparation.
- Plan and provide individual, small group, and large group sessions in the areas of effective learning and study strategies, time management, test preparation, test taking skills, and self-assessment.
- Work with individual students to assess learning needs, strengths, and weaknesses and develop individual academic learning plans to support student success.
- Develop and maintain a comprehensive program for identifying and supporting academically at-risk students.
- Manage and continually improve comprehensive Peer Educator (peer tutoring) Program that includes training and mentoring of tutors and program development. Track and report program outcomes and quality measures.
- Participate in recruitment, training, and mentoring of Peer Educator Student Leader (typically a 4th year student) to assist with Peer Educator Program.
- Attend classes, seminars, tutorials, and other educational activities to gain thorough exposure to current educational content and methodology.
- Review course and clerkship materials, including textbooks, websites, practice examinations, and other media for effective student assistance and ensure that students are aware of learning tools and resources provided by the Jacobs School.
- Collaborate with the Director of Learning Communities and MEERI faculty to identify needs and provide training related to academic support for Learning Community Coaches.
- Collaborate with other offices, programs, and departments within the Jacobs School and across the University to provide comprehensive support to medical students and to develop and implement systems for monitoring the academic progress of students.
- Maintain student records in compliance with FERPA and keep accurate documentation of session, meetings, and other communication as appropriate.
- Participate in organizations (e.g., Medical Education Learning Specialists national group), conferences, and collaborations with other institutions to stay informed of best practices in

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- student support and current research related to the science of learning.
- Collaborate with the director of the Medical Education and Educational Research Institute (MEERI) to maintain contact and serve as a resource to basic science and clinical faculty on teaching methodology and maintaining an optimal learning environment to ensure student success.
 - Perform other duties as required.

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. 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 the great [benefits](#) the University at Buffalo has to offer.

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