

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=247076>

Downloaded On: Jul. 22, 2025 12:13am

Posted Oct. 14, 2024, set to expire Aug. 4, 2025

Job Title	Clinical Immersions Program Administrator, 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	Oct. 14, 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/53442
Apply By Email	
Job Description	

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 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

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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.

Contact

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