

Clerkship Coordinator, Medicine
University at Buffalo, The State University of New York

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Posted Oct. 28, 2024, set to expire Aug. 4, 2025

Job Title	Clerkship Coordinator, Medicine
Department	Medicine
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Oct. 28, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Coordinator
Academic Field(s)	Administrative Support/Services
Job Website	https://www.ubjobs.buffalo.edu/postings/53705
Apply By Email	
Job Description	

Position Summary

This position will manage the day to day operations for the 3rd and 4th year Medical Student Clerkship Program. The **Clerkship Coordinator** in the [Department of Medicine](#) calls for a self-directed professional who exercises sound and independent judgment. This position reports to the Clerkship Directors for 3rd and 4th year internal medicine.

Responsibilities of this position include, but are not limited to:

- Manage daily operations of the 3rd and 4th year medical student clerkship program.
- Function as the first-contact liaison to students, faculty, residents, community faculty, site administrators, and school administration for any issues or questions relating to the clerkships

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- Provide primary support for the clerkship directors in matters relating to the clerkships, and function as their representative if requested.
- Organize and provide administrative support for student didactic lecture schedules.
- Organize and manage all student documents required for central monitoring; submit to Office of Accreditation and Quality Improvement.
- Assist in development of annual reports and events.
- Complete student annual evaluation letter for residency applications

Additional Information:

1. Learn about our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
2. Learn more about what it looks like to be a part of the [University at Buffalo community](#).

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

- Associate's degree with at least 2 years of experience.
- 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

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- Bachelor's degree and related work experience.
- Good writing ability.
- Good interpersonal skills and verbal communication skills with the ability to interact with discrete and professional decorum.
- Ability to adapt to new organizational and technical changes.
- UB business systems experience.
- Strong verbal, written, and interpersonal communication skills. Ability to communicate clearly and respectfully with diverse populations.
- Must be able to work independently and exhibit good judgment.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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