

MD-PhD Program Administrator, Jacobs School of
Medicine and Biomedical Sciences
University at Buffalo, The State University of New York

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Posted Nov. 13, 2024, set to expire Aug. 4, 2025

Job Title	MD-PhD 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	Nov. 13, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Student Services Graphic Design/Marketing Communications/Public Relations
Job Website	https://www.ubjobs.buffalo.edu/postings/54078
Apply By Email	
Job Description	

Position Summary

The MD-PhD program at the [Jacobs School of Medicine and Biomedical Sciences](#) is looking for a proactive and dynamic individual to take on the role of **MD-PhD Program Administrator**. The Program Administrator will play a crucial part in supporting the daily operations of the MD-PhD program by working closely with the Program Director and Associate Director. Their responsibilities will include overseeing student services, recruitment, admissions, and program management. The ideal candidate will have strong organizational skills, the ability to handle multiple projects at the same time,

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and a proactive problem-solving approach. This role also involves collaborating with faculty, staff, and external stakeholders to ensure the successful running of the program's operations and events. In this role, you will:

- Serve as the primary contact for incoming and current students, supporting them throughout the admissions and academic journey.
- Coordinate onboarding, enrollment, academic monitoring, and communication with faculty, including overseeing lab rotations, thesis advisor assignments, and transitions between the MD and PhD phases.
- Oversee recruitment strategies and marketing initiatives, working closely with the Administrative Director to promote the program's mission.
- Manage the day-to-day operations of the MD-PhD program, including tracking student progress, coordinating services, and ensuring program milestones are met.
- Plan and execute events such as research symposia, retreats, and social events

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

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.

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Minimum Qualifications

- Bachelor's degree required with relevant experience in higher education, preferably at a large public university.
- 2 years of experience. Equivalent combination of education and experience will be considered.
- Must possess excellent verbal and written communication and customer service skills.
- Strong organizational skills, attention to detail, and ability to manage multiple priorities.
- Proficiency in Microsoft Office programs and social media platforms, with the capacity to learn new technologies.

Preferred Qualifications

- Master's degree preferred with experience in admissions, marketing, or student services.
- Familiarity with CRM software, web design, and data management.
- Experience in a higher education setting, particularly in program administration or student support roles.

Contact Information

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

Contact