

Career Services Coordinator, Office of Medical Education
University at Buffalo, The State University of New York

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Downloaded On: Nov. 14, 2024 4:25pm

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

Job Title	Career Services Coordinator, Office of Medical Education
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	Coordinator
Academic Field(s)	Student Services Counseling Services
Job Website	https://www.ubjobs.buffalo.edu/postings/54077
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Job Description	

Position Summary

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The [Jacobs School of Medicine and Biomedical Sciences](#) is currently seeking a **Career Services Coordinator** to join our team. The Career Services Coordinator will be coordinating and overseeing advisement activities, career programming, and residency placement preparation. The position involves close collaboration with clinical faculty, academic deans, and other stakeholders to support students throughout their career planning and residency application processes. This position reports directly to the Senior Associate Dean for Student & Academic Affairs.

Key Responsibilities:

- **Career Programming:** Develop and implement career planning workshops, including CV and personal statement workshops, mock interviews, and residency application training. Ensure the creation and updating of online career resources, including the school's career advising guide and web content.
- **Advising Coordination:** Organize and manage career counselor meetings, track student-advisor interactions, and create reports to support student career progression. Provide guidance to career counselors to ensure they have updated information on advisees and institutional policies.
- **Mentorship and Networking:** Collaborate with departments, student groups, and alumni to develop specialty-based mentoring networks and facilitate student shadowing opportunities.
- **Institutional Liaison:** Act as the institutional contact for external career resources such as Texas STAR, AAMC Careers in Medicine, and AAMC Residency Explorer, ensuring proper access for students and advisors.

The Career Services Coordinator also plays a critical role in developing additional resources for students pursuing specialties without home programs or those planning military careers.

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. Visit our 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,

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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 is required in counseling, education, student affairs, healthcare-related discipline, or relative experience
- 2 years relevant professional experience in career counseling, student services, or academic advising
- Strong organizational and communication skills
- Ability to collaborate with faculty, staff, and students
- Proficiency in creating and managing career development programs and resources
- Experience in data tracking and reporting related to student advising and career counseling

Preferred Qualifications

- Master's degree in counseling, education, student affairs, or healthcare-related discipline
- One or more years of professional experience providing career counseling and working effectively with various stakeholders in the medical school setting

Contact Information

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

Contact