

Program Coordinator, School of Dental Medicine  
University at Buffalo, The State University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=249687>

Downloaded On: Dec. 26, 2024 1:35am

Posted Nov. 27, 2024, set to expire Aug. 4, 2025

<b>Job Title</b>	Program Coordinator, School of Dental Medicine
<b>Department</b>	School of Dental Medicine
<b>Institution</b>	University at Buffalo, The State University of New York Buffalo, New York
<b>Date Posted</b>	Nov. 27, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Coordinator
<b>Academic Field(s)</b>	Administrative Support/Services
<b>Job Website</b>	<a href="https://www.ubjobs.buffalo.edu/postings/54456">https://www.ubjobs.buffalo.edu/postings/54456</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

**Position Summary**

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The [School of Dental Medicine](#) seeks talented individuals to join our team as a **Program Coordinator**. In this role, you will be responsible for the coordination and administrative support of programs within both our academic and administrative departments. This position requires strong organizational and project management skills, initiative, adaptability, excellent follow through and the ability to work with diverse population at all levels of the organization. Working directly with Department Chairs and Administrative Directors, you serve at the primary coordinator for departmental activities and liaise with the SDM central administration. The individual must have a demonstrated commitment to working both collaboratively and independently to advance the Schools objectives. The SDM has numerous openings in the following areas, Office of the Dean, Office of Clinical Affairs, Department of Pediatrics, Office of Information Resources, and Department of Restorative Dentistry.

**Responsibilities include but are not limited to:**

- Serve as liaison for the department chair or director with other parts of the school with respect to administrative matters.
- Coordinate operational processes throughout and to completion of the programs.
- Oversee planning and execution of events, which include developing proactive project plans, managing day-of logistics, and collecting/evaluating post-event feedback.
- Work with program director to develop budget/track expenses and ensure compliance to university policies and procedures.
- Serve as primary departmental contact for both internal and external constituents – setting agendas, scheduling meetings, and coordinating communications.
- Maintain lists and databases of key program metrics and other critical time sensitive deliverables.
- Assist with recruitment faculty, staff, and students – facilitating new employee onboarding and access.
- Perform other duties as assigned by the chair or director.

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

**About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo is one of America's leading public research universities and a

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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 OR
- Associates degree with 2 years of related experience

### Preferred Qualifications

- Strong technology skills to include effective utilization of Microsoft Office (Word, Excel, PowerPoint and Outlook)
- Experience in administrative support in an academic, healthcare or similar institution
- Experience with accreditation process for post graduate programs
- Experience in finance in higher education, other higher education administration, sponsored projects administration
- Knowledge of UB administrative policies and management systems including: RF Report Center, SIRI, UB Jobs, Concur, ShopBlue, travel, UBBox
- Familiarity with Research Foundation procedures and systems
- Event planning experience
- Familiarity with Research Foundation procedures and systems
- Additional skills in tracking of finances and spreadsheets, and in communication (listening, written and oral), customer service, problem-solving, and effectively performing as part of a team.

### Contact Information

Please reference Academickeys in your cover letter when



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applying for or inquiring about this job announcement.

**Contact**

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