

Student Affairs Coordinator, JSMBS
University at Buffalo, The State University of New York

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Posted Jan. 17, 2025, set to expire Aug. 4, 2025

Job Title	Student Affairs Coordinator, JSMBS
Department	Jacobs School of Medicine and Biomedical Sciences
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Jan. 17, 2025
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/55271

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Job Description

The [Jacobs School of Medicine and Biomedical Sciences](#) seeks a **Student Affairs Coordinator** to support the diverse needs of medical students, academic staff, and institutional stakeholders. This position plays a dual role by providing administrative support to senior leadership and coordinating career services programming and residency placement activities. The incumbent will maintain student affairs operations, contribute to academic and career programming, and ensure the success and well-being of students.

Student Affairs Responsibilities:

- Assist in planning and facilitation of events, such as: commencement, orientation, honors ceremonies, research forum, specialty fair, match day, etc.

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- Assist with planning and facilitation of specialized programs to enhance the medical student experience such as: food insecurity programming, career workshops, etc.
- Assist with selection of student leaders for Orientation Committee.
- Assist with EMS study space booking policy.
- Organize research correspondence and maintain a database of research opportunities.
- Act as a central point of contact for students, offering assistance and guidance to resources.
- Coordinate access to academic resources, counseling services, and extracurricular activities to enhance the overall student experience.

Administrative Responsibilities:

- Maintain Executive Director of Medical Education's calendar and meeting requests.
- Maintain class calendars, manage meeting requests, and class meetings.
- Prepare correspondence as requested.
- Make travel arrangements.
- Act as backup reception when needed.

Learn more:

- Being 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.

Contact Information

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

Contact