

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

Direct Link: <https://www.AcademicKeys.com/r?job=251821>

Downloaded On: Jun. 22, 2025 12:40am

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

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| <b>Job Title</b>            | Student Affairs Coordinator, JSMBS  |
| <b>Department</b>           | Jacobs School of Medicine and Biomedical Sciences   |
| <b>Institution</b>          | University at Buffalo, The State University of New York<br>Buffalo, New York                              |
| <b>Date Posted</b>          | Jan. 17, 2025   |
| <b>Application Deadline</b> | Open until filled   |
| <b>Position Start Date</b>  | Available immediately   |
| <b>Job Categories</b>       | Coordinator   |
| <b>Academic Field(s)</b>    | Student Services<br>Counseling Services   |
| <b>Job Website</b>          | <a href="https://www.ubjobs.buffalo.edu/postings/55271">https://www.ubjobs.buffalo.edu/postings/55271</a> |
| <b>Apply By Email</b>       |   |

**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**