

Curriculum Office Administrator
University at Buffalo, The State University of New York

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Posted Feb. 14, 2025, set to expire Aug. 4, 2025

Job Title	Curriculum Office Administrator
Department	JSMBS OME Curriculum
Institution	University at Buffalo, The State University of New York Buffalo, New York
Date Posted	Feb. 14, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Educational Services
Job Website	https://www.ubjobs.buffalo.edu/postings/55839

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Job Description

The Jacobs School [Office of Medical Curriculum](#) is seeking to hire a full-time **Curriculum Office Administrator**. The incumbent will support Deans for Medical Curriculum and the Office of Medical Curriculum, especially with the Well Beyond curriculum revision. This position will be part of a collaborative, creative, innovative team in the Office of Medical Curriculum and work with the Curriculum Committee, students, community members, faculty, Deans and hospital administrators.

Responsibilities:

- Provide administrative support for the Associate and Assistant Deans for Curriculum, including: managing calendar, arranging individual and group meetings, communicating with students, faculty, staff and community members as needed, coordinating travel, managing email as requested.
- As the primary administrative assistant for the Well Beyond Curriculum: assist in the planning of

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presentations, retreats and other projects for a variety of audiences (e.g. students, faculty, administrators, community members) and preparation of meeting materials such as PowerPoints, Google Docs & Sheets and Excel spreadsheets.

- Set-up and maintain meeting notes, summarize meeting discussions, agendas, files and documents related to specific activities and projects within the Curriculum Office.
- Assist in the preparation of a variety of Curriculum Office administrative tasks, including purchasing and exam proctoring.
- Serve as the primary administrator for two courses: IDM 559 and IDM 820.

Learn more:

- Our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
- 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