

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

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Downloaded On: Aug. 2, 2025 1:51am

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

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

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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.

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- 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**

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