

Graduate Programs Coordinator, Pharmacology and  
Toxicology  
University at Buffalo

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Posted Feb. 21, 2025, set to expire Jun. 21, 2025

<b>Job Title</b>	Graduate Programs Coordinator, Pharmacology and Toxicology
<b>Department</b>	
<b>Institution</b>	University at Buffalo Buffalo, New York
<b>Date Posted</b>	Feb. 21, 2025
<b>Application Deadline</b>	02/20/2026
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Educational Services Student Services Admissions/Student Records/Registrar
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**Job Description**

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**Graduate Programs Coordinator, Pharmacology and Toxicology**

**Position Information**

**Position Title:** Graduate Programs Coordinator, Pharmacology and Toxicology

**Classification Title:**

**Department:**

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**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/55920>

**Job Type:**

### Posting Detail Information

#### Position Summary

The Jacobs School of Medicine and Biomedical Sciences at the University at Buffalo is seeking a **Graduate Programs Coordinator** in the Department of [Pharmacology and Toxicology](#) which also includes the Neuroscience program. In this position, you will be responsible for:

#### Key accountabilities and responsibilities:

- Serve as a contact for current graduate students and advise them on departmental guidelines and policies for graduate students. Make sure graduate students are aware of all forms and deadlines required for degree conferral and commencement.
- Process all forms related to programs including tuition scholarship, certification of full-time status, graduation date change, program completion, etc.
- Make referrals to Director of Graduate Studies (DGS) based on inquiries.
- Maintain roster of all graduate students and provide advice based on current guidelines and policies per DGS and Chair.
- Assess needs and performance of Graduate Programs, make recommendations to DGS; interface with DGS and Chair as needed.
- Assist in review and revisions of the graduate curriculum.
- Track and ensure student compliance with posted curricular and degree requirements.
- Organize and implement graduate program events including new student orientations, MS student lab matching, research presentations and thesis defense.
- Maintain database of students post-graduation.
- Process all Neuroscience graduate program admissions applications.
- Distribute, review and process applications for Neuroscience Bishop Award.
- Assist with the wider scale needs of the university and medical school by serving on appropriate committees as needed.

#### Departmental Course Scheduling

- Work with central scheduling and faculty members regarding all course scheduling.

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- Perform maintenance and work to resolve any issues related to all departmental courses.
- Communicate with Professors on grading deadlines, check grade submissions, gather and enter grades for anyone not able to do so on their own.

**In addition, you will:**

- Assist Undergraduate Program Coordinator with forms processing as needed.
- Organize and maintain all student educational files.
- Assist with scheduling of Seminar Series.
- Assist with Departmental events as needed.
- Use computer applications such as the MS Word and Excel, Adobe Acrobat Pro.
- Learn and become proficient with UB applications needed for graduate student coordination (HUB) including Neuroscience admissions (Slate).

Our Mission is to advance health and wellness across the life span for the people of New York and the world through the education of tomorrow's leaders in health care and biomedical sciences, innovative research and outstanding clinical care. More information can be found on our [website](#).

**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](#).

The university seeks to recruit and retain a diverse workforce as a reflection of our commitment to serve the diverse people of Buffalo, to maintain the excellence of the university and to offer our students richly varied disciplines, perspectives and ways of knowing and learning.

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.

**Salary Range**

\$63,000 to \$58,000



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**Contact Information**

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

**Contact**

N/A

University at Buffalo

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