

Faculty Development Programs Lead, Jacobs School of
Medicine and Biomedical Sciences
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=254308>

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Posted Mar. 11, 2025, set to expire Jul. 9, 2025

Job Title	Faculty Development Programs Lead, Jacobs School of Medicine and Biomedical Sciences
Department	Jacobs School of Medicine and Biomedical Sciences
Institution	University at Buffalo Buffalo, New York
Date Posted	Mar. 11, 2025
Application Deadline	02/12/2026
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Human Resources
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Faculty Development Programs Lead, Jacobs School of Medicine and Biomedical Sciences

Position Information

Position Title: Faculty Development Programs Lead, Jacobs School of Medicine and Biomedical Sciences

Department: Jacobs School of Medicine and Biomedical Sciences

Posting Link: <https://www.ubjobs.buffalo.edu/postings/55794>

Job Type: Full-Time

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Posting Detail Information

Position Summary

The **Office of Faculty Affairs** within the Jacobs School of Medicine and Biomedical Sciences is recruiting for a **Faculty Development Programs Lead**. The Office of Faculty Affairs has responsibility for three major areas: faculty development, faculty affairs, and inclusion. In this role, you will focus most of your time and attention on faculty development.

As Faculty Development Programs Lead, you will collaborate with the Senior Associate Dean, Associate Dean for Faculty Development, Faculty Affairs staff, and other Jacobs School and University at Buffalo colleagues to:

Faculty development programming

- Develop and implement workshops and events for faculty members, manage meetings and group tasks and support activities related to faculty development
- Explore and implement innovative ways of designing, conducting and evaluating faculty development programs
- Oversee new faculty orientation programs
- Stay up-to date on research and best practices in faculty development in academic medicine and higher education

Program evaluation and dissemination

- Develop and maintain a program evaluation system to measure the quality and impact of the Faculty Affairs initiatives
- Establish relationships with local and external faculty affairs communities and contribute to the faculty affairs consortia through assisting with dissemination of presentations, peer-reviewed publications, and internal documents and reports
- Assist with the procurement of intra and extramural funds to support program expansion

Supervision and coordination

- Supervise Faculty Affairs interns and student employees;
- Collaborate with the offices of Continuing Medical Education, Medical Education, Graduate

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Studies, Research Affairs, and other similar offices to develop and maintain a coordinated and targeted approach to professional development for faculty members;

- Act as liaison with the communication office and office of medical computing to maintain our web presence and advertise events and programs
- Manage the budget for faculty development initiatives;

This position reports to the Assistant Dean for Faculty Development, and the Senior Associate Dean for Faculty Affairs.

Outstanding Benefits Package

Working at UB comes with benefits that exceed salary alone. There are personal rewards including comprehensive health and retirement plan options. We also focus on creating and sustaining a healthy mix of work, personal and academic pursuit - all in an effort to support your work-life effectiveness.

Visit our benefits website to learn about our [benefit packages](#).

About The University at Buffalo

The University at Buffalo (UB) is one of Americas leading public research universities and a flagship of the State University of New York system, recognized for our excellence and our impact. UB is a premier, research-intensive public university dedicated to academic excellence. Our research, creative activity and people positively impact the world. Like the city we call home, UB is distinguished by a culture of resilient optimism, resourceful thinking and pragmatic dreaming that enables us to reach others every day. Visit our website to learn more about the [University at Buffalo](#).

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.

Minimum Qualifications

- Bachelors degree
- At least three years of related experience in areas such as higher education, program planning, program evaluation, institutional research, and faculty development
- Strong organizational skills
- Excellent written and oral communication skills

Preferred Qualifications

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- Masters degree in relevant field or five or more years experience in faculty development
- Experience designing and leading professional development programs, program assessment and data analysis
- Experience in faculty affairs and faculty development within academic medicine

Physical Demands

Salary Range

Competitive

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Alicia Chadwick

Contact's Pronouns:

Contact's Title: Senior Staff Assistant, Office of Faculty Affairs

Contact's Email: achadwic@buffalo.edu

Contact's Phone: 716-829-3534

Posting Dates

Posted: 02/12/2025

Deadline for Applicants:

Date to be filled:

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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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