

Clerkship Coordinator, Medicine
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=254508>

Downloaded On: Jun. 1, 2025 3:41am

Posted Mar. 17, 2025, set to expire Jul. 15, 2025

Job Title Clerkship Coordinator, Medicine
Department Medicine
Institution University at Buffalo
Buffalo, New York

Date Posted Mar. 17, 2025

Application Deadline 10/28/2025
Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Administrative Support/Services

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Job Description

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Clerkship Coordinator, Medicine

Position Information

Position Title: Clerkship Coordinator, Medicine

Department: Medicine

Posting Link: <https://www.ubjobs.buffalo.edu/postings/53650>

Job Type: Full-Time

Posting Detail Information

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Position Summary

This position will manage the day to day operations for the 3rd and 4th year Medical Student Clerkship Program. The **Clerkship Coordinator** in the [Department of Medicine](#) calls for a self-directed professional who exercises sound and independent judgment. This position reports to the Clerkship Directors for 3rd and 4th year internal medicine.

Responsibilities of this position include, but are not limited to:

- Manage daily operations of the 3rd and 4th year medical student clerkship program.
- Function as the first-contact liaison to students, faculty, residents, community faculty, site administrators, and school administration for any issues or questions relating to the clerkships
- Provide primary support for the clerkship directors in matters relating to the clerkships, and function as their representative if requested.
- Organize and provide administrative support for student didactic lecture schedules.
- Organize and manage all student documents required for central monitoring; submit to Office of Accreditation and Quality Improvement.
- Assist in development of annual reports and events.
- Complete student annual evaluation letter for residency applications

Additional Information:

1. Learn about our [benefits](#), where we prioritize your well-being and success to enhance every aspect of your life.
2. Learn more about what it looks like to be 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.

Minimum Qualifications

- Associates degree with at least 2 years of experience.
- Effective interpersonal, oral, and written communication skills.
- Excellent computer skills: must be proficient in Word, Excel and Outlook in a Microsoft Windows environment.
- Impeccable attention to detail.
- Able to coalesce, analyze and assimilate data.
- Able to exhibit a high level of confidentiality.

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- Excellent organizational skills.
- Able to determine and balance work priorities and meet competing deadlines.
- Able to work both independently and collaboratively.

Preferred Qualifications

- Bachelors degree and related work experience.
- Good writing ability.
- Good interpersonal skills and verbal communication skills with the ability to interact with discrete and professional decorum.
- Ability to adapt to new organizational and technical changes.
- UB business systems experience.
- Strong verbal, written, and interpersonal communication skills. Ability to communicate clearly and respectfully with diverse populations.
- Must be able to work independently and exhibit good judgment.

Salary Range

\$50,000 - \$54,000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Ariel Burden

Contact's Pronouns:

Contact's Title: Staff Assistant

Contact's Email: aeburden@buffalo.edu

Contact's Phone: 716-859-4848

Posting Dates

Posted: 10/28/2024

Deadline for Applicants:

Date to be filled:

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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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