

Academic Coordinator, Physiology and Biophysics  
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=256302>

Downloaded On: Apr. 30, 2025 6:10pm

Posted Apr. 28, 2025, set to expire Aug. 4, 2025

<b>Job Title</b>	Academic Coordinator, Physiology and Biophysics
<b>Department</b>	
<b>Institution</b>	University at Buffalo Buffalo, New York
<b>Date Posted</b>	Apr. 28, 2025
<b>Application Deadline</b>	04/28/2026
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Educational Services Admissions/Student Records/Registrar Student Services Administrative Support/Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/6181835">https://apptrkr.com/6181835</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

Image not found or type unknown



**Academic Coordinator, Physiology and Biophysics**

**Position Information**

**Position Title:** Academic Coordinator, Physiology and Biophysics

**Department:** Physiology and Biophysics

**Posting Link:**

## Academic Coordinator, Physiology and Biophysics University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=256302>

Downloaded On: Apr. 30, 2025 6:10pm

Posted Apr. 28, 2025, set to expire Aug. 4, 2025

<https://www.ubjobs.buffalo.edu/postings/56878>

**Job Type:** Full-Time

### Posting Detail Information

#### Position Summary

The [Department of Physiology and Biophysics](#) located at the Jacobs School of Medicine and Biomedical Sciences campus seeks to hire innovative and highly professional **Academic Coordinator** who is passionate about assisting students as they progress through their academic journey, from new student orientation to graduation.

The **Academic Coordinator** will be responsible for assisting in the administration of the undergraduate and graduate programs under the direction of the Department Chair.

A successful candidate should have a strong commitment to students development and a positive and solution-focused attitude to working life. A candidate should be highly motivated, collaborative, communicative, and accessible.

#### Position Duties Include:

- Instructional support for undergraduate/graduate courses
- Assist with student questions about course requirements and enrollment
- Force registrations
- Exam preparation and proctoring
- Process graduate student applications in Slate
- Processing of graduate student paperwork such as tuition and scholarship forms
- Room reservations for class and non-class related events
- Work with UBIT to manage classroom recordings
- Maintain/update departmental website
- Projects as requested
- Departmental Seminar Series assistance
- Academic related purchasing and procurement
- General office clerical assistance
- Student related event planning and coordination
- Assist faculty with grading policies and procedures
- Collaboration with various academic related central offices

## Academic Coordinator, Physiology and Biophysics University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=256302>

Downloaded On: Apr. 30, 2025 6:10pm

Posted Apr. 28, 2025, set to expire Aug. 4, 2025

### **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. We support your growth and development through our career coaching and training department and we qualify as a public service loan forgiveness organization. Learn more about our [benefit packages](#).

### **About The University at Buffalo**

The University at Buffalo (UB) #ubuffalo 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 with 1 year of experience in higher education administration, administrative support, or academic course related management.
- Combination of education and experience may be considered.
- Experience with MS Office products-Word, Excel, PowerPoint, Outlook.
- Applicant must possess strong writing, communication and data management skills as well as excellent interpersonal skills.
- Applicant must be highly organized and able to handle multiple tasks.
- Expertise with modern higher education software systems and technology

### **Preferred Qualifications**

- Masters Degree
- 3 or more years of experience in higher education higher education administration, administrative support, or academic course related management.
- Experience with UB systems (HUB, Slate, Brightspace (UB Learns), Panopto, Siri, Concur)

Academic Coordinator, Physiology and Biophysics  
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=256302>

Downloaded On: Apr. 30, 2025 6:10pm

Posted Apr. 28, 2025, set to expire Aug. 4, 2025

**Physical Demands**

**Salary Range**

\$54,000 - \$56,000

**Special Instructions Summary**

**Is a background check required for this posting?**

No

**Contact Information**

**Contact's Name:** Kara Rickicki

**Contact's Pronouns:**

**Contact's Title:**

**Contact's Email:** rickicki@buffalo.edu

**Contact's Phone:** 716-829-2417

**Posting Dates**

**Posted:** 04/28/2025

**Deadline for Applicants:**

**Date to be filled:** 07/01/2025

Academic Coordinator, Physiology and Biophysics  
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=256302>

Downloaded On: Apr. 30, 2025 6:10pm

Posted Apr. 28, 2025, set to expire Aug. 4, 2025

**Contact Information**

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

**Contact**

N/A

University at Buffalo

,