

**Career Service Coordinator
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=256718>

Downloaded On: May. 9, 2025 4:54pm

Posted May 7, 2025, set to expire Aug. 4, 2025

Job Title Career Service Coordinator
Department Office of Student and Academic Affairs
Institution University at Buffalo
Buffalo, New York

Date Posted May 7, 2025

Application Deadline 05/06/2026
Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Student Services
Counseling Services

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Job Description

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Career Service Coordinator, Office of Student and Academic Affairs

Position Information

Position Title: Career Service Coordinator, Office of Student and Academic Affairs

Department: Jacobs School of Medicine and Biomedical Sciences

Posting Link: <https://www.ubjobs.buffalo.edu/postings/57039>

Job Type: Full-Time

Career Service Coordinator University at Buffalo

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Posting Detail Information

Position Summary

The Jacobs School of Medicine and Biomedical Sciences is currently seeking a **Career Services Coordinator** to join our team. The Career Services Coordinator will be coordinating and overseeing advisement activities, career programming, and residency placement preparation. The position involves close collaboration with clinical faculty, academic deans, and other stakeholders to support students throughout their career planning and residency application processes. This position reports directly to the Senior Associate Dean for Student & Academic Affairs.

Key Responsibilities:

- **Career Programming:** Develop and implement career planning workshops, including CV and personal statement workshops, mock interviews, and residency application training. Ensure the creation and updating of online career resources, including the schools career advising guide and web content.
- **Advising Coordination:** Organize and manage career counselor meetings, track student-advisor interactions, and create reports to support student career progression. Provide guidance to career counselors to ensure they have updated information on advisees and institutional policies.
- **Mentorship and Networking:** Collaborate with departments, student groups, and alumni to develop specialty-based mentoring networks and facilitate student shadowing opportunities.
- **Institutional Liaison:** Act as the institutional contact for external career resources such as Texas STAR, AAMC Careers in Medicine, and AAMC Residency Explorer, ensuring proper access for students and advisors. Stay up to date on national trends and changes regarding the application and match processes for various specialties and develop programming to provide the necessary faculty development locally.

The Career Services Coordinator also plays a critical role in developing additional resources for students pursuing specialties without home programs or those planning military careers.

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](#).

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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 is required in counseling, education, student affairs, healthcare-related discipline, or relative experience.
- 2 years relevant professional experience in career counseling, student services, or academic advising.
- Strong organizational and communication skills.
- Ability to collaborate with faculty, staff, and students.
- Proficiency in creating and managing career development programs and resources.
- Experience in data tracking and reporting related to student advising and career counseling.

Preferred Qualifications

- Masters degree in counseling, education, student affairs, or healthcare-related discipline.
- One to three years of professional experience providing career counseling and working effectively with various stakeholders in the medical school setting.

Physical Demands

Salary Range

\$60,000 - \$70,000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Tammi Blajszczak

Contact's Pronouns:

Contact's Title:

Career Service Coordinator
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Unit Business Manager

Contact's Email: tlb25@buffalo.edu

Contact's Phone: 716-829-3632

Posting Dates

Posted: 05/06/2025

Deadline for Applicants:

Date to be filled:

jeid-2e1ddf007720724abb6f46dc221b3e43

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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