

Experiential Education Coordinator, Pharmacy
University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=256814>

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Posted May 9, 2025, set to expire Aug. 4, 2025

Job Title Experiential Education Coordinator, Pharmacy
Department Pharmacy
Institution University at Buffalo
Buffalo, New York

Date Posted May 9, 2025

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

Job Categories Professional Staff

Academic Field(s) Educational Services
Communications/Public Relations
Admissions/Student Records/Registrar
Administrative Support/Services

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Job Description

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Experiential Education Coordinator, Pharmacy

Position Information

Position Title: Experiential Education Coordinator, Pharmacy

Department: Pharmacy

Posting Link:

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<https://www.ubjobs.buffalo.edu/postings/56972>

Job Type: Full-Time

Posting Detail Information

Position Summary

The [**UB School of Pharmacy and Pharmaceutical Sciences**](#)(SPPS) is seeking an **Experiential Education Coordinator** to collaborate with leadership in managing and overseeing the schools experiential education (EE) activities in the Department of Pharmacy Practice. As an active member of the EE team, you will share responsibility for overseeing the Introductory Pharmacy Practice Experience (IPPE) and Advanced Pharmacy Practice Experience (APPE) programs. Your role will involve managing the EE program, providing assessments and recommendations to leadership, and serving as the main point of contact for external partners. Additionally, you will assist with financial tracking, contribute to accreditation efforts, and work closely with all members of the department to ensure success of the EE program.

Key Responsibilities/Job Duties:

- Manage the full purview of the 2nd, 3rd and 4th year pharmacy student experiential program.
- Provide a quarterly report and assessment on student success in the program, identify risk factors and barriers to success for the student population, and make recommendations to update policies and program delivery to increase student engagement and success to leadership.
- Serve as the main point of contact for external sites and preceptors, representing and promoting the program.
- Partner with the other EE Coordinator to ensure smooth IPPE/APPE operations and provide program development and process improvement to leadership, including ensuring cross-training and back-up coverage.
- Oversee the budget for the EE office in coordination with the other coordinator and provide quarterly reports.
- Partner with the Empire Experiential Education Consortium to strategically facilitate program changes and foster growth.
- Participate in and provide recommendations for the ACPE Accreditation self-study process.

Required skills and abilities:

- Ability to communicate effectively in a diverse community of internal and external partners.

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- Strong organization, prioritization, and multitasking skills with attention to detail.
- Ability to work independently with sound problem-solving skills.

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](#).

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

Preferred Qualifications

- Masters Degree
- Experience in higher education, working with faculty, staff, and students.
- Experience with University at Buffalo policies and procedures.
- Experience with student and preceptor databases (i.e., CORE, UBLearns, Brightspace, etc.)
- Experience managing external relationships, coordinating programs, and using database management systems, with proficiency in Microsoft Office.

Salary Range

\$51,000 - \$54,000

Special Instructions Summary

Is a background check required for this posting?

Yes

Contact Information

Contact's Name: Kelli Cott

Contact's Pronouns:

Contact's Title:

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Department Administrator

Contact's Email: kellcot@buffalo.edu

Contact's Phone: 716-645-2493

Posting Dates

Posted: 05/06/2025

Deadline for Applicants:

Date to be filled: 06/13/2025

Contact Information

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

Contact

N/A

University at Buffalo

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