

**Academic Administrative Coordinator
University at Buffalo**

Direct Link: <https://www.AcademicKeys.com/r?job=261796>

Downloaded On: Aug. 28, 2025 11:40pm

Posted Aug. 28, 2025, set to expire Aug. 4, 2026

Job Title Academic Administrative Coordinator
Department Department of Surgery
Institution University at Buffalo
Buffalo, New York

Date Posted Aug. 28, 2025

Application Deadline 08/27/2026
Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Administrative Support/Services

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Job Description

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Academic Administrative Coordinator, Department of Surgery

Position Information

Position Title: Academic Administrative Coordinator, Department of Surgery

Department: Surgery

Posting Link: <https://www.ubjobs.buffalo.edu/postings/58683>

Job Type: Full-Time

Posting Detail Information

Academic Administrative Coordinator
University at Buffalo

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Position Summary

The [Department of Surgery](#) at the University at Buffalo is hiring an Academic Administrative Coordinator,

Responsibilities included:

- Manage meeting requests;
- Prepare correspondence as requested;
- Make travel arrangements and assist with reimbursement requests;
- Assist in the planning of events;
- Coordinate committee meetings and provide administrative support to faculty members;
- Assist in processing faculty promotions
- Act as backup reception when needed.
- Coordinate & participate in Block Orientation for Advanced surgery electives
- Assist students concerns and interface with Clerkship Director as needed
- Disburse/track student evaluations to attendings
- Coordinate quarterly OSCE exams

About UB

The University at Buffalo is SUNY's most comprehensive public research university, and an outstanding place to work. UB amplifies ambition for faculty and staff by offering endless possibilities to achieve more. Here, people from all backgrounds and cultures challenge and inspire each other to discover, learn and succeed. Dedicated staff and engaged faculty collaborate to further knowledge and understanding, and develop tenacious graduates who are valued for their talents and their impact on global society. Visit our website to learn more about the University at Buffalo.

Learn more:

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

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Physical Demands

Salary Range

\$48,000 - \$50,000

Special Instructions Summary

Is a background check required for this posting?

No

Contact Information

Contact's Name: Nargis Hossain

Contact's Pronouns:

Contact's Title: Academic Programs Officer

Contact's Email: nhossain@buffalo.edu

Contact's Phone: 716-859-7330

Posting Dates

Posted: 08/27/2025

Deadline for Applicants: Open Until Filled

Date to be filled: 10/01/2025

jeid-3c5965ed6b75b149b60c5dfdfa38a22

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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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