

Clinical Education Curriculum Coordinator, Phases 2/3,  
Office of Medical Curriculum  
University at Buffalo

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Posted Sep. 22, 2025, set to expire Oct. 2, 2025

<b>Job Title</b>	Clinical Education Curriculum Coordinator, Phases 2/3, Office of Medical Curriculum
<b>Department</b>	JSMBS OME Curriculum
<b>Institution</b>	University at Buffalo Buffalo, New York
<b>Date Posted</b>	Sep. 22, 2025
<b>Application Deadline</b>	10/02/2025
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Research/Technical/Laboratory Educational Services
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<b>Job Description</b>	

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**Clinical Education Curriculum Coordinator, Phases 2/3, Office of Medical Curriculum**

### Position Information

**Position Title:** Clinical Education Curriculum Coordinator, Phases 2/3, Office of Medical Curriculum

**Department:** JSMBS OME Curriculum

**Posting Link:** <https://www.ubjobs.buffalo.edu/postings/59171>

**Job Type:**

Clinical Education Curriculum Coordinator, Phases 2/3,  
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Full-Time

## Posting Detail Information

### Position Summary

The Office of Medical Curriculum is seeking a highly organized and experienced professional to serve as the **Clinical Education Curriculum Coordinator** for Phases 2 and 3 of the MD program. This role will support the Assistant Dean for Medical Curriculum and the Administrative Director for Curricular Operations in overseeing the delivery, coordination, and assessment of the clinical phases of the Well Beyond curriculum. The incumbent will play a critical role in ensuring that clerkships, electives, and residency preparation courses are delivered effectively, equitably, and in compliance with accreditation and institutional standards.

### Key responsibilities:

- Coordinate and standardize Phase 2 (Core Clerkships) and Phase 3 (Advanced Clinical & Residency Preparation) curriculum delivery.
- Manage MedHub evaluations, assessment tracking, and LCME accreditation documentation.
- Administer MedHub and E-Passport systems; serve as NBME Chief Proctor overseeing secure exam administration.
- Collaborate with faculty, course directors, clinical sites, and students to support curriculum implementation and communication.
- Coordinate testing and clinical accommodations in partnership with Accessibility Resources to ensure ADA and NBME compliance.
- Provide administrative and strategic support to curriculum leadership, including policy development and site visit preparation.

### 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 in education, health professions, higher education administration, or related field.
- 3 years of professional experience in medical education or academic program coordination.
- Experience managing complex projects with multiple stakeholders.
- Proficiency in educational technology systems (e.g., MedHub, NBME systems, Microsoft Office Suite).
- Strong organizational, communication, and interpersonal skills.

### Preferred Qualifications

- Masters degree in education, public health, student affairs, or related discipline.
- Experience in medical curriculum delivery or LCME accreditation.
- Experience with systems management or data reporting in a clinical or academic setting.

### Physical Demands

### Salary Range

\$55,000 - \$60,000

### Special Instructions Summary

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

No

### Contact Information

Contact's Name:

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Tammi Blajszczak

**Contact's Pronouns:**

**Contact's Title:** Unit Finance Manager

**Contact's Email:** tlb25@buffalo.edu

**Contact's Phone:** 716-829-3632

**Posting Dates**

**Posted:** 09/18/2025

**Deadline for Applicants:** 10/02/2025

**Date to be filled:**

**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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