

Welcome Center Representative University at Buffalo

Direct Link: <https://www.AcademicKeys.com/r?job=268755>

Downloaded On: Nov. 29, 2025 3:34am

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

Job Title Welcome Center Representative
Department School of Dental Medicine
Institution University at Buffalo
Buffalo, New York

Date Posted Nov. 28, 2025

Application Deadline 11/20/2026
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Health Services
Administrative Support/Services

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Job Description

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Welcome Center Representative, School of Dental Medicine

Position Information

Position Title: Welcome Center Representative, School of Dental Medicine

Department: Clinic Operations

Posting Link: <https://www.ubjobs.buffalo.edu/postings/60041>

Job Type: Full-Time

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Posting Detail Information

Position Summary

The UB [School of Dental Medicine](#) seeks to hire a full-time **Welcome Center Representative** to perform the following duties:

- Patient check-in and check-out
- Verify insurance eligibility for upcoming appointments
- Switchboard coverage
- Assist Admissions department
- Collect payments

The candidate must be an enthusiastic team player with excellent phone and interpersonal communication skills. Candidate must be detail oriented, effective with multi-tasking and time management, and willing to learn new skills.

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](#).

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

- High School Diploma

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- 1 year of customer service experience

Preferred Qualifications

- Customer service experience in a dental office

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Physical Demands

Salary Range

\$36,000 - \$40,000

Special Instructions Summary

Is a background check required for this posting?

Yes

Contact Information

Contact's Name: Nichole Cook

Contact's Pronouns:

Contact's Title: Welcome Center Supervisor

Contact's Email: nscook@buffalo.edu

Contact's Phone: 716-829-3564

Posting Dates

Posted: 11/20/2025

Deadline for Applicants: Open Until Filled

Date to be filled: 01/01/2026

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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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